$10Starting Wage w up to .25 Merit and up to .40 Promotion
The term “Student” refers to all currently enrolled students at Texas A&M, other colleges and universities, junior colleges and high schools.

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE:</th>
<th>PAY RATES:</th>
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<tbody>
<tr>
<td><strong>PAY SCALE “B”</strong></td>
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<tr>
<td>Aquatic Worker 1 - AQUA</td>
<td>$10.00 $10.50 $11.00 $12.00</td>
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<tr>
<td>Facility Associate - FACS</td>
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<tr>
<td>Group Fitness Attendant 1 - FTNS</td>
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<tr>
<td>IM Sports Scorekeeper - INTR</td>
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<tr>
<td>Marketing Assistant - MKTG</td>
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<tr>
<td>OA Route Setter, Student - OTDR</td>
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<tr>
<td>Outdoor Adventures Staff - OTDR</td>
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<tr>
<td>S&amp;C Attendant – WTRM</td>
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<tr>
<td>Social Media &amp; Events Assistant - MKTG</td>
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<tr>
<td>Sport Clubs Polo Driver - SC</td>
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<tr>
<td>Student Assistant (SA’s) - RECS</td>
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<tr>
<td>Student Assistant 2, Business Services – BUSS</td>
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<tr>
<td>Wellness Student Assistant - FTNS</td>
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</tbody>
</table>

| **PAY SCALE “C”**     | $10.60 $11.10 $11.60 $12.60 |
| Aquatic Worker 2 - AQUA |         |
| Communications Assistant, Business - MKTG |         |
| Facility Specialist – FACS |         |
| Fitness Student Assistant - FTNS |         |
| Graphic Layout Artist 1 - MKTG |         |
| Fitness Instructor 2, Student - FTNS |         |
| IM Sports ESports Assistant – INTR |         |
| IM Sports Office Supervisor – INTR |         |
| IM Sports Official - INTR |         |
| IM Sports Student Site Manager - INTR |         |
| Lifeguard - AQUA |          |
| Marketing Assistant 2 – MKTG |          |
| Multi-Media Assistant - MKTG |         |
| OA Advanced Route Setter - OTDR |         |
| Outdoor Adventures Instructor - OTDR |         |
| S&C Head Attendant - WTRM |          |
| Social Media & Events Student Assistant Manager - MKTG |         |
| Sport Clubs Supervisor - SC |         |
| Student Staff Assistant – RECS |         |
| Writer/Content Contributor - MKTG |          |

| **PAY SCALE “D”**     | $11.20 $11.70 $12.20 $13.20 |
| Aquatic Events Lead - AQUA |         |
| Aquatic Maintenance - AQUA |         |
| Business Services Student Manager – BUSS |         |
| Facility Supervisor - FACS |         |
| Fitness Instructor 3, Student - FTNS |         |
| Graphic Layout Artist 2 - MKTG |         |
| Head Lifeguard - AQUA |          |
| Human Resource Student Manager - ADMN |         |
| IM Sports Official Supervisor - INTR |         |
| Marketing Assistant 3 - MKTG |          |
| Multi-Media Student Assistant Manager - MKTG |         |
| Outdoor Adventures Program Supervisor - OTDR |         |
| S&C Coach for Sport Clubs – WTRM |         |
| Sport Clubs Student Program Assistant – SC |         |
**Position** | **Sub-department** | **Event Pay Rate**
--- | --- | ---
Student Technician I (7565/7571) | AQUA | $14.00 - $17.00/hr.
Aquatic Instructor | AQUA | $13.00/hr.
Aquatic Supervisor | AQUA | $11.25/hr.
Banquet & Event Attendant | SPEV | $13.25/hr.
Banquet & Event Associate | SPEV | $14.00/hr.
Banquet & Event Supervisor | SPEV | $14.00/hr.
Facility Sup Trainer | FACS | $14.00/hr.
Grad Student Tech | AQUA | $15.60/hr.
Banquet & Event Services | SPEV | $15.60/hr.
Facility | FACS | $15.60/hr.
Fitness & Wellness | FTNS | $15.60/hr.
Human Resources | ADMN | $15.60/hr.
IM Sports | INTR | $15.60/hr.
Marketing & Communications | MKTG | $15.60/hr.
Outdoor Adventures | OTDR | $15.60/hr.
Sport Clubs | SC | $15.60/hr.
S&C | WTRM | $15.60/hr.
IM Sports Event Official | INTR | $16.00/hr.
IM Student Coordinator | INTR | $14.00/hr.
MarComm Rep (Fish or Transfer Camp) | MKTG | $60 or $45/session
OA Student Coordinator | OTDR | $13.00/hr.
Outdoor Adventures Special Event Staff | OTDR | $14.00/hr.
Polo Horse Care Attendant, Student | SC | $12.00/hr.
S&C Coach - Sport Clubs | WTRM | $20.00/hr.
S&C Supervisor | WTRM | $14.00/hr.
Tailgate Crew | DVLP | $14.00/hr.
Tailgate Crew Supervisor | DVLP | $16.00/hr.

After Hour Special Events (midnight to 6:00 am or Break dates designated by Director):

| Event Aquatic Maintenance | AQUA | $14.00/hr.
| Event Aquatic Student Assistant | AQUA | $13.00/hr.
| Event Head Lifeguard | AQUA | $16.00/hr.
| Event Lifeguard | AQUA | $14.00/hr.
| Event Marcomm Staff | MKTG | $14.00/hr.
| Event Personal Trainer | WTRM | $14.00/hr.
| Event Student Assistant | RECS | $14.00/hr.
| Facility Event Attendant | FACS | $14.00/hr.
| Facility Event Supervisor | FACS | $16.00/hr.
| Fitness Instructor Special Event | FTNS | $16.00/hr.
| S&C Event Attendant | WTRM | $14.00/hr.
| S&C Head Attendant | WTRM | $14.00/hr.
| S&C Event Supervisor | WTRM | $16.00/hr.
| Special Banquet & Event Attendant | SPEV | $14.00/hr.
| Special Banquet & Event Supervisor | SPEV | $16.00/hr.

* Event Billing Rate equals “Event Pay Rate + $2.00/hr. (minimum)”
The term “Part-Time” refers an employee who works less than 20 hours per week and can be a student or non-student.

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<thead>
<tr>
<th>CLASSIFICATION TITLE:</th>
<th>PAY RATES:</th>
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<tbody>
<tr>
<td></td>
<td>Starting</td>
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<td></td>
<td>Salary</td>
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<tr>
<td>PAY SCALE “B”</td>
<td>$10.00</td>
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<tr>
<td>Outdoor Adventures Route Setter</td>
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<tr>
<td>PAY SCALE “D”</td>
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<tr>
<td>Fitness Instructor 4</td>
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<tr>
<td>Personal Trainer Training</td>
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</tbody>
</table>

**Position** | **Sub-department** | ***Event Pay Rate***

**Program Aide –(8492)/Student Technician I (7565/7571)**
- Fitness Program Lead: FTNS, $17/hr.
- Personal Trainer: WTRM, $12 – $18/hr.
- Polo Horse Care Attendant: SC, $12/hr.
- S&C Small Group Coach: WTRM, $25/session

**Task Worker (8412)**
- Bootcamp Coach: FTNS, $20 - $35/class
- Fitness Outreach Instructor: FTNS, $22/hr.
- Outdoor Adventures Trip Staff: OTDR, $86 - $336/trip+
- SCUBA Instructor/Assistant: AQUA, $130/participant
- Specialty Instructor: FTNS, $20 - $35/class

* Event Billing Rate equals “Event Pay Rate + $2.00/hr. (minimum)”
Hiring Guidelines

- When hiring **All** student positions must be posted on the Rec Sports web site which links to Jobs for Aggies for a minimum of 5 days.
- All student employee positions must have learning outcomes.
- All student employees must be evaluated at a minimum every 365 days and the supervisor must maintain these evaluations on file and make them available to appropriate university personnel upon request.

Part-Time Worker Pay Increase Guidelines

- Students may be given merit raises (horizontal moves) at 4-month intervals, with a **maximum** merit raise of **25 cents**. The most any individual could receive in merit raises would be 50 cents per fiscal year.
- Promotions between pay scales (vertical moves) could be done at any time. Promotions carry a **maximum** raise of **40 cents**, unless more is required to bring them to the base wage rate for that pay scale. An individual would not be eligible for a merit increase until 4 months after a promotion.

Procedures for Part-Time Worker Pay Increases

The purpose of the Student Worker Pay Scale is to provide for an equitable pay scale for the different job duties that encompass the Department of Recreational Sports. The pay scale was developed and modified to ensure that our employees were being fairly compensated for the specific job regarding qualifications, responsibilities, performance, and meritorious service.

Prior to submitting any raises, it is important that all supervisors thoroughly read and understand all of the following procedures:

1. To be eligible for a merit increase or promotion an employee MUST have a completed positive evaluation on file within the past calendar year (365 days) & the statement “this (these) employee(s) has (have) a positive evaluation on file with the past calendar year (365 days)” must appear on the request.

2. All raises must be submitted in memorandum form to Sachi Carr-Chargualaf. The memo must go through your respective Associate Director and then onto Mike Waldron, Associate Director for final approval. It is also necessary to have the words “these pay raises are in accordance with the department’s Part-Time Worker Pay Scale” on the request. It is important to remember that the time frame to process the pay raises may take up to two to four weeks.

3. All employees when first hired by the department will begin at the starting wage according to their job title, regardless of their previous experience. Any exceptions must be submitted to Mike Waldron, Associate Director prior to placing the individual on payroll.

4. The following two options can be used when giving pay raises:
   - **Merit** – Employees who stay in their current position for more than four months are eligible for a merit raise if they are performing meritoriously in their assigned responsibilities for the Department of Recreational Sports. Merit raises can be given no more than once every four months. The maximum raise that can be given for merit is 25 cents per raise and 50 cents per fiscal year from the month they were initially hired or were promoted to their current job title.
   - **Promotion** – Employees who are promoted from one position to another which changes their pay scale status and pay rate will be allowed, Lifeguard to Head Lifeguard, Facility Associate to Facility Specialist, etc. The maximum raise for each promotion will be 40 cents per promotion with the only exception being when more money is necessary to meet starting salary requirements or to properly place the individual on the pay scale. An individual will not be eligible for a merit increase until 4 months after a promotion.
5. To assist us with the necessary paperwork to submit to fiscal we request that you provide the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>UIN #</th>
<th>Current Pay Rate</th>
<th>Proposed Pay Rate</th>
<th>Effective Date</th>
</tr>
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</table>

*Effective date should be the starting date for a new pay period. Please submit requests a minimum of one week prior to the effective date.* Please contact Sachi Carr-Chargualaf if you have questions regarding the pay periods. Remember that due to the time of the year that it could take up to two to four weeks to process the paperwork and have the raises go into effect.

**The following is a list of examples on how to submit pay raises:**

- **Merit Raise** - Please give the indicated raises to the following (Business Title) who has a positive evaluation on file completed within the past calendar year (365 days). These raises are in accordance with the student wage policy and are based on longevity and favorable performance. Please make the new pay rate effective on xx/xx/xx (start of ensuing pay period) or as soon as possible after this date.

- **Promotional Raise** – The following individuals are being submitted for promotion from (Business Title) to (Business Title). These are experienced employees who have a positive evaluation on file completed within the past calendar year (365 days). These raises are in accordance with the student wage policy and are based on favorable performance. In their new position these employees will: *(briefly list/explain new job responsibilities the employees will take on in their new position)* Please make the new pay rate effective on xx/xx/xx (start of ensuing pay period) or as soon as possible after this date.
Student Worker
Pay Scale B
Position Descriptions
AQUATIC WORKER 1

A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff or Student Leadership Staff, assists in working a variety of Aquatic areas including: special events such as swim/diving meets, water polo and synchronized swimming and/or general maintenance and cleaning duties for the indoor pools, outdoor pools, and spas and perform other duties as assigned.

B. Typical Responsibilities
- Responsible for completing tasks as assigned by the Lead Event Staff or Aquatics Professional Staff including facility setup and break down for special events and daily user groups. Tasks will include pool transitioning, deck mat placement, and general cleaning duties
- Attend and complete any paid Staff, Departmental, or University employee trainings and meetings as assigned and in a timely manner
- Provide exemplary customer service to guests and conduct oneself in a professional manner at all times
- Maintenance Position: Responsible for completing tasks as assigned by the Aquatic Maintenance Technician or aquatic professional staff including sanitation and upkeep of pools, deck space, equipment, and storage spaces and general maintenance and upkeep of the pool systems. Tasks will include operation and maintenance of automatic pool vacuums, manual pool vacuums, and floor scrubbers
- Event Position: Assist in the operation of timing system, scoreboard and all electronic equipment as well as other duties during special events

C. Experience and Abilities
- Must be a currently enrolled student
- Have a basic knowledge of computer usage and/or mechanical equipment
- No previous experience required
- Ability to stand, squat, and kneel
- Must be able to lift 50 pounds to shoulder height
- Be able to work at least 12 - 15 hours a week, can work up to 29 hours a week
- Available to work an opening, closing, weekend shifts, holiday breaks, and all events

D. Training
- Complete all Texas State Employee trainings
- Attend in-service trainings as set by supervisor on a semester basis
- Hazardous Materials Training

E. Environmental Conditions
- All Aquatics Staff members are subject to occasional accident hazards in and around the swimming pool
- Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
- This position will require non-traditional hours including early mornings, late nights, and weekends

F. Pay Scale
- In accordance with departmental policy, Aquatic Worker 1 will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Participate effectively in teams
2) Apply problem solving skills to effectively manage difficult situations
3) Show proficiency in facility setup and break down
FACILITY ASSOCIATE

A. General Statement of Duties
Facility Associates are responsible for greeting and welcoming patrons, verifying membership statuses and enforcing facility policies. They perform cashier and inventory tasks for the sale, rental, and check-out of sports equipment and oversee towel service operations. Facility Associates aid in maintaining the care and appearance of the recreation facilities and facilitate special event operations as needed. Additionally, the work independently at the South Entrance of the Student Rec Center and the Omar S. Smith Instructional Tennis Center.

B. Typical Responsibilities
Facility Associate – Rec Center
- Greet and welcome patrons
- Check and verify valid Rec membership status of patrons
- Check picture ID to ensure use by actual member
- Answer and refer questions from patrons
- Sale, rental, and check-out of sports equipment
- Maintain cleanliness and organization of designated work area
- Oversee operation of towel and laundry services
- Verify inventory of all rental and sales equipment
- Adhere to proper cash handling and cash register operations
- Oversee operation of handball/racquetball/squash court reservations
- Serve as tour guides for patrons
- Damp mop indoor gymnasiaums and racquetball courts
- Clean handrails, tables and highly trafficked areas of Rec Center
- Straighten furniture throughout the facility
- Spot sweeping and vacuuming as necessary
- Enforce facility policies
- Other duties as assigned

Facility Associate – Satellite Facilities
- Monitor tennis courts
- Verify current membership status in computerized database
- Check rental equipment in/out to participants
- Verify field reservation and usage schedule
- Help with upkeep of facility
- Enforce facility policies
- Other duties as assigned

C. Experience and Abilities
- Current certification in CPR and First Aid preferred
- Previous experience in customer service preferred
- Some cleaning experience preferred
- Cash Handling Training with the Business Services staff required
- Must be a currently enrolled student

D. Training
- Satisfactorily complete staff training provided by Rec Sports facilities staff
- PCI-DSS Credit Card Terminal Training – 2112477

E. Environmental Conditions
- Will be required to be outside in the elements during parts of shift
- Occasionally some bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required
F. Pay Scale
In accordance with departmental policy, a Facility Associate will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Provide exemplary customer service while serving as a resource for information to Rec Sports patrons.
2) Manage facility entry by verifying patron membership through computerized database
3) Successfully process sale, rental and check-out procedures through computerized database
4) Manage operations and risk over the Omar Smith Instructional Tennis Center
5) Educate and enforce patrons on Rec Sports policies
A. General Statement of Duties
   Fitness Attendants will primarily be responsible for checking participants into fitness classes. They will also be responsible for daily equipment inventory and organization for the rooms 301-304, and 2221/2225.

B. Responsibilities
   • Provide excellent customer service with fitness participants
   • Ability to convey knowledge of Group RecXercise and Specialty classes including equipment, class description and schedule to class participants
   • Welcoming participants to each class
   • Completion of inventory checklist in between classes

C. Experience and Abilities
   • Must be a currently enrolled student
   • Knowledge of the benefits of exercise and fitness classes and programs
   • Knowledge of, and ability to utilize Rec Sports App and Recconnect portal as it pertains to the group fitness program and class sign-up and check in processes.
   • Participation in group exercise and some experience in assisting or teaching
   • Interpersonal and communication skills are essential

D. Environmental Conditions
   • Lifting/cleaning of equipment
   • Exposure to loud music

E. Training
   • Mandatory staff training on Rec Sports App and Recconnect check-in process with Fusion
   • Semester workshops/meetings

F. Pay Scale
   In accordance with the Department of Recreational Sports part-time worker pay scale Group Fitness Attendant will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   1) Develop quality communication and customer service skills.
   2) Acquire basic administrative and organizational skills.
   3) Improve ability to motivate and communicate with a diverse group of participants with a variety of different fitness backgrounds
   4) Develop problem solving and conflict management skills
A. General Statement of Duties
Intramural Sports Scorekeepers are customer service representatives that will serve the intramural sports area by providing scorekeeping during select intramural activities.

B. Scorekeeper Typical Responsibilities
• Check and verify valid student ID cards
• Keep accurate score and time in accordance with the rules of the sport
• Possess knowledge of the department’s intramural sports policies and procedures
• Assist officials and supervisors with court/field set up
• Use iPads to enter and record all scores of intramural contest
• Other duties as assigned by the intramural sports staff

C. Experience and Abilities
• Previous experience with customer service or scorekeeping preferred
• Must be a currently enrolled student

D. Training
• Must complete all required training prior to beginning work
• CPR/First Aide and AED training will be available through the department but is not a requirement for the position

E. Environmental Conditions
• Will be required to sit for and extended amount of time
• Will be required to be outside in the elements for some shifts
• Occasional lifting of items up to 50 lbs.

F. Pay Scale
In accordance with departmental policy, an IM Sports Scorekeeper will start at a rate of $10/hour and is eligible for a merit increase after four months of service.

G. Learning Outcomes:
1) Apply problem solving skills to effectively manage difficult situations and to provide outstanding customer service. (Job specific skills)
2) Demonstrate an advanced understanding of teamwork and collaboration and how to work with one another to achieve a common goal. (Social competency/teamwork skills)
3) Effectively communicate to participants and colleagues in a professional setting, while also showing the ability to interact respectfully with all people. (Communication skills)
MARKETING ASSISTANT

A. General Statement of Duties
   The Marketing Assistant assists the Rec Sports Marketing & Communications team by promoting Rec Sports facilities, programs, services, and events to a diverse audience. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

B. Typical Responsibilities
   • Print, copy, scan, laminate, and distribute marketing materials throughout the Student Recreation Center and the Texas A&M campus.
   • Manage inventory of marketing collateral and advise on printing/copying needs.
   • Help maintain order and cleanliness of the Marketing & Communications suite and supply areas, specifically as it relates to office equipment and supplies.
   • Provide excellent customer service to our colleagues by answering questions and taking complete messages for the Marketing & Communications team.
   • Assist supervisor and/or graduate assistant with scheduling projects utilizing project management software.
   • Serve as back-up staff for resource tables and other on- and off-campus events.
   • Maintain a library of articles, news releases, and advertisements about Rec Sports appearing in various media outlets.
   • Add Rec Sports events and programs to the Texas A&M online calendar.
   • Actively participate in Marketing & Communications team meetings.
   • Other duties as needed, such as data entry and filing.

C. Experience and Abilities
   • Physical ability to hang and remove large format advertising and lift/transport boxes containing marketing collateral, display equipment, etc.
   • Valid driver’s license.
   • Knowledge of the Texas A&M campus.
   • Excellent communication, writing, customer service, and public speaking skills.
   • Demonstrated organizational and research skills; ability to summarize and present data in a logical and concise fashion.
   • Ability to represent the department professionally in a public setting.
   • Knowledge of or willingness to learn about Rec Sports programs, events, services, and facilities.
   • Proficiency with Microsoft Office; ability to learn new software applications as needed.

D. Training
   • Training will be provided by the Marketing Manager. No certifications are required.

E. Environmental Conditions
   • Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
   In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Marketing Assistant will be paid a beginning rate of $10/hour (Pay Scale “B”).

G. Learning Outcomes
   1) Students will apply their organizational skills to assist with project scheduling and monitoring, adding Rec Sports events to the Texas A&M online calendar, and managing inventory of marketing collateral and supplies.
   2) While representing the department and/or the Marketing & Communications team, students will demonstrate friendly and responsive service, provide correct information, and articulate thoughts clearly and effectively.
   3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
OA ROUTE SETTER, STUDENT

A. General Statement of Duties
Outdoor Adventures Route Setters create and maintain rock climbing routes, wash holds, perform light maintenance including working at height, and provide the Outdoor Adventure Staff with the support needed to successfully run the Indoor Climbing Facility.

B. Typical Responsibilities
• Set weekly routes on both the tower and bouldering wall as instructed by the Route Setting Manager
• Recommend needed routes (of specific grade or style) to fill in gaps in the offerings at the wall.
• Interpersonal skills are essential: thoughtfully accept peer and customer feedback.
• Perform light maintenance and light cleaning on areas around the climbing facility as well as on the wall faces themselves.
• Strip holds off of the tower as designated by the Route Setting Manager.
• Contribute to the cleanliness and organization of the cage including hold, tool, gear, and resource storage as well as tidiness of affected areas including the basement (Batcave) and Outdoor Center.
• Attend and contribute to regular and emergency route-setter staff meetings, trainings, and inservices.
• Complete regular equipment inspection and assist with maintaining associated records as required.

C. Experience and Abilities
• Must be a currently enrolled student.
• Participation in rock climbing and bouldering, and some experience in instructing.
• Diversity in climbing technique: must be able to climb in multiple styles.
• Basic understanding of climbing grades and bouldering ratings.
• Moderate to High personal climbing ability.
• Maintain proper fitness level to regularly climb at a moderate level.
• Utilize appropriate self-belay techniques at height up to 45 feet.
• Utilize written and verbal directions to complete tasks independently.
• Lift and carry heavy and awkward items (up to 50 lbs.)

D. Training
• No certifications are required PRIOR to beginning work.
• Upon hire each staff must complete and maintain the following:
  o Complete job related training required by Texas A&M University and System as well as the Department of Recreational Sports
  o Complete required online trainings in SSO
  o Complete registration with Biosafety and Occupational Health Program (bohp.tamu.edu)
  o Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
  o Complete route setting training with the Route Setting Manager
    • Route setters are encouraged to obtain USA Climbing Level 1 or 2 certification.
E. Environmental Conditions
The physical environment requires the employee to work inside in areas of loud noise and near hazardous materials and at height. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are frequently required to use Personal Protective Equipment to prevent exposure to hazardous materials and conditions. Staff will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week (Sunday – Saturday) total across ALL student work positions on campus.
- Will be subject to working at heights of up to 45 feet
- Will be working with technical rope and anchor systems.
- Will need to work on ladders.
- Will use power tools.
- May be exposed to falling and falling objects
- May be required to lift or transport light to heavy equipment and fixture items
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall and holds.
- May be required to work with various cleaning products in the maintenance of the climbing facility, in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-Time Worker Pay Scale, Outdoor Adventures Route Setting Staff will be paid a beginning rate of $10/hour (Pay Scale “B”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the above outcomes.
1) OA Route Setters, Student will demonstrate professionalism by safely learning and demonstrating the use of fall protection and work in suspension systems at the Indoor Climbing Facility and by performing routine maintenance on the surface of the Indoor Climbing Facility.
2) OA Route Setters, Student will demonstrate verbal communication skills by regularly providing feedback to one another on routes and their quality.
3) OA Route Setters, Student will demonstrate critical thinking skills through planning the layout of routes and in planning the timing and risk management of setting on the Indoor Climbing Facility while it is open or the Rec Center is occupied.
OUTDOOR ADVENTURES STAFF

A. General Statement of Duties
The Outdoor Adventures Staff perform customer service, inventory control, cash handling, basic customer instruction, and work on projects to support Outdoor Adventures and the Department of Recreational Sports.

B. Typical Responsibilities
- Oversee safety and proper usage of facility and equipment.
- Operate computerized programs: point of sale system, equipment rental, inventory control, course registration, check-in/check-out.
- Serve as resource to customers, connecting them to additional information or other services as needed.
- Provide retail and rental customer service.
- Operate University vehicles to transport supplies and equipment.
- Monitor wall and surrounding area in the Indoor Climbing Facility (ICF) for safety and intervene when necessary.
- Serve as belayer during one-time climbs at the ICF.
- Assist with performing pick-offs and rescues as needed at the ICF.
- Document activities, near-misses, and accidents.
- Repair outdoor equipment like tents, sleeping bags, and stoves.
- Perform maintenance and cleaning tasks as assigned.
- Perform light maintenance and light cleaning on areas around the climbing facility as well as on the walls themselves.
- Use appropriate equipment and supplies to sanitize and complete successful Body Substance Isolation according to BOHP training.
- Assist other Rec Sports and support staff in the event of building-wide emergency or need.

C. Experience and Abilities
- Proficiency speaking and writing fluently in professional English
- Proficiency with computer programs
  - Microsoft Outlook, Excel, Word
  - Web browsers
  - Point of sale
  - Inventory management and reservations
- Utilize written and verbal directions to complete tasks independently
- Lift and carry heavy and awkward items (up to 50 lbs.) occasionally
- Belaying and use of basic climbing equipment
- Familiarity with an array of basic outdoor equipment.

D. Training
- No certifications are required PRIOR to beginning work.
- Upon hire each staff must complete and maintain the following:
  - Complete job related training required by Texas A&M University and System as well as the Department of Recreational Sports
  - Complete required online trainings in SSO
  - Complete Department of Recreational Sports Cash Handling training
  - Complete orientation and training with Biosafety and Occupational Health Program regarding Bloodborne Pathogens (bohp.tamu.edu)
  - Complete a Texas State Driver Record Check with the Department of Recreational Sports
  - Complete Online Driver Training with Transportation Services
- Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
- By the end of the first full semester of employment, Staff must complete a nationally recognized climbing wall instructor certification course (Examples are the Professional Climbing Instructors Association-Climbing Wall Instructor (CWI), the Association of Canadian Mountain Guides-Climbing Gym Instructor (CGI), or the American Mountain Guides Association / Climbing Wall Association-Climbing Wall Instructor). Alternately, Staff may present proof of completion of a similar instructor training to demonstrate a continued commitment to employee development.
E. Environmental Conditions
The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Staff will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week (Sunday – Saturday) total across ALL student work positions on campus.

- Will be subject to working at heights of up to 45 feet
- May be exposed to falling and falling objects
- May be required to lift or transport light to heavy equipment items
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall
- May be required to work with various cleaning products in the maintenance of the climbing facility, in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, Outdoor Adventures Staff will be paid a beginning rate of $10/hour (Pay Scale “B”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the outcomes.

1) Outdoor Adventures staff will demonstrate professionalism through timeliness and punctuality on the job.

2) Outdoor Adventures staff will demonstrate communication skills by utilizing phone, email, and person to person channels.

3) Outdoor Adventures staff will demonstrate critical thinking skills through assessing risk using the PREFF model and will demonstrate the ability to effectively mitigate risks while at the Indoor Climbing Facility and the Rental Center.

4) Outdoor Adventures staff will demonstrate the ability to work in teams and in groups by serving as a participating member of an accountability team and as a member of a shift team at the Indoor Climbing Facility and Rental Center.
**S&C ATTENDANT**

A. General Statement of Duties
   Provide excellent customer service by ensuring the proper use of resistance training and cardiovascular equipment to help promote safe, effective, and efficient workouts while maintaining a courteous and professional atmosphere.

B. Typical Responsibilities
   - Supervision of facility and its users.
   - Following the 10-5-1 customer service guidelines. When a facility user is within 10 feet make eye contact and smile; when a facility user is within 5 feet, speak to them (hello, etc.); and when a facility user is within 1 foot give them your undivided attention.
   - Responsive to the needs of Strength & Conditioning Room customers (e.g. spotting, answering questions, proper technique demonstration, adjust television and radio stations).
   - Enforce strength & conditioning room policies.
   - Cleaning and minor maintenance of equipment.
   - Present a professional appearance (e.g. wearing staff shirt (tucked in), khaki or black shorts/pants, and nametag).

C. Experience and Abilities
   - Must be a currently enrolled student at Texas A&M University or Blinn College.
   - Sincere interest in helping Rec Center members exercise in a safe, effective, and efficient manner.
   - Knowledge and interest in resistance training and cardiovascular equipment upkeep, maintenance and operations.
   - Demonstrated knowledge of proper resistance and cardiovascular training techniques.
   - Excellent communication/people skills.
   - Prior weight room experience including weight training and weight room supervision. (preferred)
   - Current CPR certification (Heartsaver CPR & AED) (preferred).

D. Training
   - Satisfactory completion of Strength & Conditioning New Hire training.
   - Attendance at periodic staff in-services, workshops, and the like.

E. Environmental Conditions
   - Frequent lifting and moving of heavy equipment.
   - Utilization of tools including, but not limited to wrenches, screw drivers, and socket sets.
   - Frequent exposure to potentially hazardous commercial cleaning products.

F. Pay Scale
   In accordance with the Department of Recreational Sports part-time worker pay scale Strength & Conditioning Attendants will be classified under pay scale B, and start at an hourly wage of $10.

G. Learning Outcomes
   1) Communicate effectively by assisting patrons in their use of exercise equipment and by enforcing policies
   2) Learn the basics of exercise physiology including: major muscle anatomy, joint actions, basic muscular physiology, and planes of movement
   3) Participate effectively in teams to ensure risk management and equipment upkeep procedures are carried out
SOCIAL MEDIA & EVENTS ASSISTANT

A. General Statement of Duties
The Social Media & Events Assistant will be responsible for a variety of marketing-related duties that assist the Communications Manager in developing marketing strategies for department programs and facilities through social media, representing Rec Sports at on- and off-campus events and assisting with photography.

B. Typical Responsibilities
- Assist with the overall presence of Rec Sports on various social media platforms, including, but not limited to, Facebook, Twitter, SnapChat, TikTok, Pinterest, Instagram, Blogging, YouTube, etc.
- Post informational and promotional content on all Rec Sports social media sites
- Coordinate cross-promotional efforts between the social media sites of various areas within the department
- Keep up with the latest trends in the fast-moving/changing social media environment
- Represent Texas A&M Rec Sports at resource tables and other on/off-campus events, including New Student Conferences, MSC Open House, Aggieland Market, Fish Camp, T-Camp, etc.
- Assist with photography for all requested areas of the Department of Recreational Sports including, but not limited to, Intramural Sports, Facilities, Strength & Conditioning, Fitness, Aquatics, Sport Clubs, etc.
- Other duties as required

C. Experience and Abilities
- Proficiency using the Internet, smart phones, and various smart-phone apps
- Knowledge and experience using a variety of social media platforms (Facebook, Twitter, TikTok, and Instagram are required)
- Experience using an SLR camera and/or willingness to learn
- Knowledge of the Texas A&M University campus
- Excellent communication and public relations skills; ability to represent the department professionally in public is a must
- Thorough knowledge of all areas within Rec Sports and their current offerings/schedules
- Must be a currently enrolled student

D. Training
- Complete training provided by Rec Sports Communications Manager. No certifications are required for this position.

E. Environmental Conditions
- Generally work indoors within the Student Recreation Center. Some outdoor events will be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Social Media & Events Assistant will be paid a beginning rate of $10/hour (Pay Scale “B”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
1) Students will demonstrate proficiency in their use of various social media platforms through posting approved content in a timely manner on all Rec Sports outlets.
2) While representing the department students will demonstrate friendly and responsive service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
SPORT CLUBS POLO DRIVER

A. General Statement of Duties
Provide Texas A&M Sport Clubs and the Polo Club with assistance and support in driving the polo trucks to various locations in and around the area.

B. Typical Responsibilities
- Drive polo trucks for various occasions including but not limited to:
  - Feed pick-up, horse transport to vet, transport to competitions, supply pick-up
  - Maintain an accurate log of truck usage
  - Follow and adhere to all university rules and laws pertaining to driving vehicles
  - Enforce all Rec Sports, Sport Clubs and Texas A&M University policies
  - Other duties as assigned

C. Experience and Abilities
- Knowledge and experience working with horses and equine related activities
- A US state issued driver’s license and insurance
- Background and experience working directly with the Texas A&M Polo Club
- Member of the Polo Club
- Organizational, communication, and customer service skills

D. Training
- Stay update to date on required state training
- Officer training
- Required to have a Sport Clubs Driver Agreement on file

E. Environmental Conditions
- Outdoor Exposure and barn exposure
- May be required to lift heavy objects
- Will be subject to variable temperatures

F. Pay Scale
In accordance with departmental policy, Sport Club Polo Driver will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Demonstrate application of sport club travel policies and procedures (Job specific skills)
2) Demonstrate responsible risk management procedures when operating the Polo vehicle (Job specific skills)
3) Articulate maintenance concerns effectively and time concerning the Polo vehicle (Communication skills)
STUDENT ASSISTANT

A. General Statement of Duties
Provide support to the daily operations.

B. Typical Responsibilities
• General typing, copying, and filing
• Prepare, copy, file and distribute vouchers, personnel records, accounting reports
• Prepare daily cash deposits and/or working funds
• Perform new hire orientation procedures for student staff
• Assist with gathering information for reports
• Hand-deliver documents and materials to other on-campus locations
• Large amounts of data entry i.e., daily hours, payables, receivables, deposits

C. Experience and Abilities
• Working knowledge of computer word processing and spreadsheet applications
• Previous clerical work experience and organizational skills (preferred)
• Ability to work independently and maintain confidentiality, on occasions will be unattended
• Strong interpersonal and communication skills
• Strong attention to detail
• Must be a currently enrolled student

D. Training
• Complete training provided by supervisor

E. Environmental Conditions
• Typical office environment
• Occasional outdoor exposure

F. Pay Scale
In accordance with departmental policy, Student Assistant I will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Learn and develop organizational skills
2) Increase their knowledge and understanding of Rec Sports philosophy and policies
3) Practice risk management through the proper filing of confidential records
SA, AQUATICS

A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff, assists in all administrative functions. The student assistant will maintain personnel and operational files, enter computer data, copy and disseminate information, maintain the office appearance, and perform other duties as assigned by the Director.

B. Typical Responsibilities
• Manage, maintain and update all aquatics files including personnel files, maintenance files and operations files
• Complete, route, copy, and enter pertinent aquatics reports and information
• Assist in writing and typing correspondence
• Organize facility schedules, memos, and correspondence
• Attend paid staff, Departmental, or University employee training meetings as assigned

C. Experience and Abilities
• Current certification in Lifeguard Training, First Aid, and CPR (preferred)
• Experience with Windows, Word, Excel (preferred)
• Must be a currently enrolled student

D. Training
• None

E. Environmental Conditions
• All Aquatics Staff members are subject to occasional accident hazards in and around the swimming pool
• Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items

F. Pay Scale
In accordance with departmental policy, Aquatics Student Assistant will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Participate effectively in teams
2) Listen actively and critically
3) Demonstrate the ability to organize, prioritize and delegate work
**SA, AQUATIC EVENTS**

A. General Statement of Duties
Under the supervision of the Aquatics Coordinator: Events & Programs, assists in working variety of Aquatic special events such as swim/dive meets, water polo and synchronized swimming. These events may be high school, age group or collegiate level. Perform other duties as assigned by the Aquatics Professional Staff including but not limited to event set-up, operation and tear down.

B. Typical Responsibilities
- Assist the Aquatics Professional Staff in setting up and tearing down equipment for aquatic special events.
- Be present for all aquatic special events at times assigned by Aquatic Coordinator: Events & Programs
- Attend all meetings
- Conduct oneself in a professional manner at all times
- Operate meet management equipment when specified by Aquatics Professional Staff
- Positively interact with the athletes, coaches and officials to conduct a successful event
- Report any damaged or broken equipment to the Aquatics Professional Staff immediately
- Trouble-shoot timing equipment during events
- Other duties as assigned by the Aquatic Full Time Staff

C. Experience and Abilities
- Must be a currently enrolled student
- Have a basic knowledge of swimming and/or diving
- Have a basic knowledge of computer usage (preferred)
- Have a basic knowledge of Daktronics timing system (preferred)

D. Training
- Will be trained to operate and trouble shoot Daktronics timing equipment, swim and dive meet software, etc. Complete all Texas State Employee trainings
- Attend in-service trainings as set by supervisor on a semester basis
- Hazardous Materials Training

E. Environmental Conditions
- All Aquatics Staff members are subject to occasional accident hazards in and around the swimming pool
- Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
- This position will require one to work non-traditional hours including early mornings, late nights, and weekends.

F. Pay Scale
- In accordance with departmental policy, Student Assistant, Aquatic Events will start at a rate of $10/hour and is eligible for a merit raise after four months of service

G. Learning Outcomes
1) Participate effectively in teams
2) Show proficiency in Daktronics timing system
3) Show proficiency in troubleshoot event equipment
SA, BUSINESS SERVICES

A. General Statement of Duties
Provide administrative and accounting support to the daily operations to the Business Services office of Rec Sports

B. Typical Responsibilities
• General typing, copying, filing and scanning
• Opening and distribution of mail
• Prepare, copy, file and distribute vouchers, accounting reports, etc. utilizing applicable software systems, i.e., Aggie Buy, Citidirect.
• Prepare daily working funds and/or cash deposits using point of sale software, Fusion and IPay.
• Assist with gathering information for reports
• Hand-deliver documents and materials to other on-campus locations
• Large amounts of data entry i.e., payables, receivables, deposits, inventory, and other assigned items
• Assist with office supplies for all staff including ordering, receiving, tracking, inventory, and organization of supply room
• Assist with photo copy machine usage and maintenance
• Participate in Business Service office meetings and/or on department committees as appropriate.

C. Experience and Abilities
• Working knowledge of computer word processing and spreadsheet applications; ability to learn new software applications when required
• Demonstrated organizational skills
• Ability to work independently and maintain confidentiality, on occasions will be unattended
• Strong interpersonal and communication skills
• Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems.
• Must be a currently enrolled student
• Previous clerical or cash handling work experience (paid or unpaid) (preferred)

D. Training
• Complete training provided by supervisor

E. Environmental Conditions
• Typical office environment
• Occasional outdoor exposure

F. Pay Scale
In accordance with departmental policy, Student Assistant, Business Services will start in Pay Scale A at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Cash Handling- Students will prepare daily working funds accurately, demonstrating knowledge of internal controls systems to ensure safety of assets.
2) Customer Service- Students will provide friendly and responsive service, articulating thoughts clearly and effectively in oral and written form.
3) Professionalism Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with others.
The Student Assistant for Development performs a wide range of administrative tasks to support the fundraising and stewardship efforts for the Department of Rec Sports.

I. Typical Responsibilities

Administrative Support
- General typing, data entry, copying, filing, and scanning. Keep endowed funds files current.
- Opening and distribution of mail.
- Research and gather information for reports; draft reports, letters, etc.
- Assist with inventory control as requested to include counting, tracking, tagging, etc.
- Assist with maintaining order of storage area for development team.

Fundraising / Communications Support
- Be an ambassador for Rec Sports, representing the department at events, meetings, gatherings, etc. Be student speaker at small gatherings.
- Assist with donor communications which could include writing and helping with mailings.
- Contact donors via phone and email to verify orders in support of the Walk of Champions brick program.
- Help with events for former students, and/or current and prospective financial supporters and assist with large special department events that elevate the department’s visibility among all constituents.

Scholarship Support
- Help maintain scholarship endowed fund files.
- Assist with thanking and recognizing those that donate, i.e., calls, letters, etc.

C. Experience and Abilities
- Working Knowledge of Microsoft Office, especially Microsoft Access Database.
- Ability to work independently and maintain confidentiality.
- Strong interpersonal and communication skills.
- Strong attention to detail.
- Must be a currently enrolled student and be available to work 10 -14 hours a week.

D. Training
- Complete training provided by current Student Assistant or supervisor.

E. Environmental Conditions
- Typical office environment.
- Occasional outdoor exposure.

F. Pay Scale
In accordance with departmental policy, Student Assistant, Development will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Student workers will demonstrate basic job related professionalism and job specific skill competency.
2) Student workers will demonstrate effective communication skills.
3) Student workers will demonstrate social competence through working in teams.
A. General Statement of Duties
   Assist in the day to day administrative responsibilities involved in the facilities area.

B. Typical Responsibilities
   - Assist with scheduling of student personnel
   - Assist with updating computer records, files, manuals, forms, etc.
   - Responsible for filing, copying, faxing, and maintaining office material
   - Answer and refer questions from patrons and staff
   - Assist with other tasks as assigned by their supervisor

C. Experience and Abilities
   - General knowledge of Microsoft Office and When to Work scheduling software
   - One semester of employment with the Department of Recreational Sports preferred

D. Training
   - Complete training provided by supervisor
   - Must be a currently enrolled student

E. Environmental Conditions
   - Occasional lifting of boxes and equipment

F. Pay Scale
   In accordance with departmental policy Student Assistant, Facilities will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   1) Learn and develop organizational skills
   2) Increase their knowledge and understanding of Rec Sports philosophy and policies
   3) Practice risk management through the proper filing of confidential records
A. General Statement of Duties
   Responsible for general administrative assistance to a variety of personnel, accounting, and secretarial full-time staff.

B. Typical Responsibilities
   • Type in final form draft correspondence
   • Copy/SCAN assorted materials
   • Perform I-9 processes (Employment Eligibility Verification) for incoming new hires in compliance with USCIS. (U.S. Citizenship and Immigration Services)
   • Workday data entry
   • File payroll, accounting, personnel records and/or other general filing
   • Maintain ledgers, personnel records or spreadsheets as needed
   • Assist clerical staff as requested by appropriate supervisor

C. Experience and Abilities
   • Computer skills in Microsoft Excel, Microsoft Word, and Google Docs
   • Previous clerical work experience and organizational skills (preferred)
   • Ability to work independently and maintain confidentiality
   • Must be a currently enrolled student

D. Training
   • None

E. Environmental Conditions
   • Typical office environment
   • Occasional outdoor exposure

F. Pay Scale
   In accordance with departmental policy, Administrative Student Assistant will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   1) Students will demonstrate proficiency in workday through processing items in a timely manner.
   2) While representing the department students will demonstrate excellent customer service, provide correct information, and articulate thoughts clearly and effectively.
   3) Students will demonstrate punctuality, confidentiality, dependability and responsiveness; and work productively with peers and full-time professionals.
SA, OUTDOOR ADVENTURES

A. General Statement of Duties
   Assist in the day-to-day administrative responsibilities involved in the outdoor recreation program.

B. Typical Responsibilities
   • Assist in trip planning, reservations, registration preparations, risk management procedures and trip preparations
   • Assist with indoor climbing facility administrative responsibilities
   • Serve as a resource to customers on Outdoor Adventures programs, indoor climbing facility, camping equipment and available outdoor recreation areas
   • Assist in keeping a current inventory on the amount and condition of all outdoor equipment on the computer
   • Process budget paperwork for Business Services
   • Input participation statistics on the computer
   • Update the outdoor equipment rental reservation system
   • Update entry control software system
   • May assist in the outdoor program registration, equipment rental and sales operations when needed
   • Other tasks as assigned by supervisor

C. Experience and Abilities
   • Working knowledge of outdoor recreation activities and equipment
   • Demonstrated knowledge of computer operations
   • Strong interpersonal and communication skills (preferred)
   • Knowledge of Outdoor Adventures program and operations (preferred)
   • Must be a currently enrolled student

D. Training
   • Complete training provided by supervisor

E. Environmental Conditions
   • Occasional lifting of light to heavy equipment items
   • Occasional work with stoves and lanterns containing fuel
   • Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item

F. Pay Scale
   In accordance with departmental policy SA, Outdoor Adventures will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the above outcomes.
   1) Student assistants at Outdoor Adventures will demonstrate professionalism through timeliness and punctuality on the job.
   2) Student assistants at Outdoor Adventures will demonstrate communication skills by utilizing phone, email, and person to person channels.
   3) Student assistants at Outdoor Adventures will demonstrate critical thinking skills through working autonomously to solve problems and navigate project work.
STUDENT ASSISTANT 2, BUSINESS SERVICES

A. General Statement of Duties
Provide administrative and accounting support to the daily operations to the Business Services office of Rec Sports with less guidance and supervision.

B. Typical Responsibilities
• General typing, copying, filing and scanning
• Opening and distribution of mail; hand-deliver documents and materials to other on-campus locations
• Prepare, copy, file and distribute vouchers, accounting reports, etc., utilizing applicable software systems, Aggie Buy, Citidirect
• Prepare daily working funds and/or cash deposits using point of sale software Fusion and iPay
• Research and/or gather information for reports and analyses and prepare information in draft reports/memos
• Large amounts of data entry i.e., payables, receivables, deposits, inventory, and other assigned items
• Assist with office supplies for all staff including ordering, receiving, tracking, inventory, and organization of supply room
• Assist with photo copy machine usage and maintenance
• Participate in Business Service office meetings, in student hiring process, and/or on department committees as appropriate.
• Orient peers to basic office procedures and duties, i.e., logbook audits
• Assist with auditing functions to ensure maintenance of strong internal controls and compliance with policies and practices.
• Prepare recurring journal entries (i.e., utilities), send to accounting services, and keep current various spreadsheets for analysis purposes.
• Assist with travel arrangements and processing of travel expense reports
• Assist with inventory control as requested to include counting, tracking, tagging, and data entry.
• Contact customers via phone and email to help with collections for use of facilities

C. Experience and Abilities
• Working knowledge of computer word processing and spreadsheet and presentation applications; ability to learn new software applications when required
• Demonstrated organizational skills
• Ability to work independently and maintain confidentiality, on occasions will be unattended
• Strong interpersonal and communication skills
• Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems
• Must meet one of the following
  o Demonstrated success in skills, abilities, and knowledge as a Student Assistant I in Business Services for a minimum of one (1) semester
  o Worked for a minimum of two (2) semesters in a different area of Rec Sports with a recommendation from current supervisor
  o Successful completion of a business-related internship that lasted a minimum of 3 months
• Investigative or innovative nature that seeks ways for the business office to become more effective and efficient in its processes and way it delivers high quality customer service
• Must be a currently enrolled student
D. Training
   • Complete training provided by supervisor

E. Environmental Conditions
   • Typical office environment
   • Occasional outdoor exposure

F. Pay Scale
   In accordance with departmental policy, Student Assistant II, Business Services will start in Pay Scale B at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   1) Technology- Students will demonstrate proficiency in use of applications required to perform business tasks, i.e., Fusion, Aggie Buy, Concur, EMS, I-pay, SAGE, etc
   2) Customer Collections- Students will communicate professionally with customer via phone and/or write and send professional communications to assist in the collection process for earned income.
   3) Risk Management- Students will audit business and accounting processes to evaluate the effectiveness of applicable internal controls and compliance with policies and where possible make recommendations to strengthen controls to mitigate risk.
A. General Statement of Duties
The Wellness Student Assistant will be responsible for the administrative duties of the Aggie Wellness Coaching program as well as creating bi-weekly wellness opportunities for students.

B. Typical Responsibilities
- Provide excellent customer service for Aggie Wellness Coaching clients by using Qualtrics to manage client intake, client satisfaction, and program ability to work collaboratively with other departments on campus
- Create a calendar of events
- Implement the events created
- Work with the Fitness & Wellness Coordinator to program other opportunities for students
- Other duties as assigned by the Fitness & Wellness Coordinator

C. Experience and Abilities
- Knowledge of the wellness wheel
- Knowledge of the how to plan, implement, and evaluate events/programs
- Ability to learn about programs currently provided by Rec Sports, Health Promotion, Counseling and Psychological Services, Student Health Services, and more
- Interpersonal and communication skills are essential

D. Training
- Mandatory staff training on Aggie Wellness Coaching administrative duties
- Weekly meetings with the Fitness & Wellness Coordinator

E. Environmental Conditions
- Lifting/cleaning of equipment
- Exposure to loud music

F. Pay Scale
In accordance with departmental policy, the Wellness Student Assistant will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) The Wellness Student Assistant will be able to complete the day to day administrative duties and responsibilities involved in the Aggie Wellness Coaching program
2) The Wellness Student Assistant will be able to learn basic office management skills, how to operate Qualtrics, execute basic event planning skills, and learn interpersonal skills specific for a professional job setting
3) The Wellness Student Assistant will be able to improve evaluate and improve our current event offerings and implement at least one new event/program
Student Worker
Pay Scale C
Position Descriptions
A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff or Student Leadership Staff, assists in working variety of Aquatic areas including: special events such as swim/dive meets, water polo and synchronized swimming and/or general maintenance and cleaning duties for the indoor pools, outdoor pools, and spas and perform other duties as assigned.

B. Typical Responsibilities
- Perform facility set-up and break down for special events and daily user groups; to include pool transitioning, deck mat placement, and general cleaning duties.
- Operate timing system, scoreboard and all electronic equipment as well as other duties during special events.
- Monitor all equipment and troubleshoot timing equipment during events.
- Provide routine care, maintenance and management of all aquatic equipment, program equipment and timing equipment. Report any damaged or broken equipment to the Assistant Director of Aquatics: Events & Programs immediately.
- Attend and complete any paid Staff, Departmental, or University employee trainings and meetings as assigned and in a timely manner.
- Provide exemplary customer service to guests and conduct oneself in a professional manner at all times.

C. Experience and Abilities
- Must be a currently enrolled student with four months Aquatic Worker I experience
- Have a basic knowledge of swimming and/or diving
- Have a basic knowledge of computer usage and swim/diving software programs
- Have a working knowledge of Daktronics timing system: be able to set-up, troubleshoot and operate and/or have a working knowledge of pool mechanical systems: be able to operate and troubleshoot Becsys System and perform chemical checks

D. Training
- Complete all Texas State Employee trainings
- Attend in-service trainings as set by supervisor on a semester basis
- Hazardous Materials Training

E. Environmental Conditions
- All Aquatics Staff members are subject to occasional accident hazards in and around the swimming pool
- Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
- This position will require non-traditional hours including early mornings, late nights, and weekends

F. Pay Scale
- In accordance with departmental policy, Aquatic Worker 2 will start in Pay Scale “C” at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Participate effectively in teams
2) Interpret information effectively relative to the problem
3) Show proficiency in Daktronics timing system, or Becsys system
A. General Statement of Duties
The Communications Assistant, Business performs a variety of marketing-related duties that assist the Communications team in developing marketing strategies for department programs and facilities.

B. Typical Responsibilities
- Conduct market research, assessment, and analysis related to target audience, advertising trends, advertising effectiveness, sponsorship pricing and more
- Assist in the identification of potential department sponsors
- Participate in the strategic process of recruiting and signing on new sponsors
- Assist with completing and submitting sponsorship and RecTV advertising paperwork, tracking, and file management
- Assist with creating and distributing sponsorship newsletter
- Upload advertisements and videos to digital signage display, RecTV
- Assist with public relations efforts as needed
- Other duties as needed

C. Experience and Abilities
- Knowledge of marketing terms and principles
- Experience in market research and/or public relations required. Basic knowledge of sports preferred.
- PC computer skills and knowledge of Microsoft Office software
- Excellent verbal and written communication skills
- Ability to coordinate multiple projects to ensure timely completion of projects
- Preferred, but not required, program PC/Mac computer knowledge of project management software (ex. Ravetree) and/or CRM tool (ex. MailChimp, EMMA, Salesforce)
- Must be a currently enrolled student

D. Training
- Complete training by the Department of Recreational Sports Communications Manager.

E. Environmental Conditions
- Generally work indoors within the Student Recreation Center. Some outdoor events will be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Communications Assistant, Business will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
1) Students will demonstrate proficiency in the applications and processes required to upload advertisements and videos to RecTV.
2) Students will communicate professionally with sponsors via telephone and in person and/or write and send professional business communications to assist in the generation of sponsorship income.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
A. General Statement of Duties
Facility Specialists are responsible for all membership and locker sales, program registration and guest services. They are the primary source for all information regarding departmental facilities, services and programs. In addition, Facility Specialists are responsible for providing direct supervision to the Penberthy South Complex, as well as managing tournaments/events at the Omar Smith Instructional Tennis Center.

B. Typical Responsibilities

Member Services
- Process membership and locker sales, program registrations and class sign-ups
- Serve as a department liaison for all members and guests
- Provide group accommodations for special events and tours
- Answer departmental telephones and refer calls as appropriate
- Answer and refer all questions concerning departmental facilities and programs

Satellite Facilities
- Supervise the Satellite Facility Attendant at the Penberthy South Complex
- Enforces all departmental policies and procedures
- Provides supervision and support for large events, including tournaments and outside events
- Oversees facility security and risk management for Penberthy South Complex
- Prepare proper set-ups and teardowns for user groups and reservations
- Supervises informal recreation at Penberthy South Complex and perform ID checks throughout the night
- Verifies Penberthy South Complex rental equipment inventory and secure all equipment at the end of the night
- Maintain the appearance and upkeep of the Satellite Facilities
- Sale, rental, and check-out of sports equipment
- Check and verify valid Rec membership status of patrons
- Oversees operation of towel and laundry services
- Verify inventory of all rental and sales equipment

C. Experience and Abilities
- Previous cash handling and register experience required
- Receive a passing score on the Facility Associate comprehension test
- Maintain a passing score on the Facility Specialist comprehension test
- Previous work experience of one semester as a Facility Associate required
- Must be a currently enrolled student

D. Training
- Complete 6 hours of classroom training & 4 shadow shifts
- Current certifications in CPR & First Aid required
- Complete Slow Moving Vehicle Training (2112256)
- Must be a currently enrolled student

E. Environmental Conditions
- Will be required to be outside in the elements during parts of shift
- Occasional lifting of items up to 50 lbs.

F. Pay Scale
In accordance with departmental policy, Facility Specialist will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Provide exemplary customer service while serving as a resource for information to Rec Sports patrons.
2) Demonstrate fiscal responsibility by successfully processing transactions of Rec Sports customers.
3) Practice conflict resolution and risk mitigation by enforcing policies at Rec Sports facilities.
FITNESS STUDENT ASSISTANT

A. General Statement of Duties
Assist in the day to day administrative responsibilities involved in the Fitness and Wellness program and serve as a leader for other Fitness staff members.

B. Typical Responsibilities
• General typing, letters, memos, schedules, and handouts
• Computer skills, record keeping, label making, tracking enrollment and payroll
• Interpersonal and communication skills
• Assist in Fitness staff video evaluations
• Updating files
• Assist in the management of the Group Fitness Attendants
• Serve as a student leader on the Fitness & Wellness Leadership team
• Other duties as assigned by the Fitness Director/Fitness & Wellness Coordinator

C. Experience and Abilities
• Typing
• Computer skills; Windows, Word, Excel, Google
• Must be a currently enrolled student

D. Training
• Complete training provided by Fitness Director/Fitness & Wellness Coordinator

E. Environmental Conditions
• None

F. Pay Scale
In accordance with departmental policy, Fitness and Wellness Student Assistant will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Understand the day to day administrative duties and responsibilities involved in the Fitness and Wellness program
2) Learn basic office management skills, fitness staff scheduling processes, event planning, and interpersonal skills specific to a professional job setting
3) Take responsibility as a leader for other Fitness staff members
A. General Statement of Duties
Level I Graphic Layout Artists help communicate the spirit of Rec Sports programs, events, services, and facilities through the effective use of graphic design for both print and electronic media. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

B. Typical Responsibilities
- Assist with designing graphics and laying out pages for use in Rec Sports printed marketing collateral, including banners, posters, fliers, semester guides, RecLIFE Magazine, and advertisements in local publications.
- Assist with the creation of digital images for publication on social media, digital signage, email campaigns, and the Rec Sports website.
- Occasional assistance with photographing Rec Sports classes, events, drop-in recreation, and facilities.
- Assist with special projects and office duties as necessary.

C. Experience and Abilities
- Graphic design and layout experience.
- Experience using Adobe InDesign, Photoshop, Illustrator, and Acrobat software applications.
- Experience color-correcting and retouching images.
- Creativity and a good eye for design.
- Photography experience (preferred).
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaborate in a team environment.
- A portfolio of previous design work is required upon application.

D. Training
- Training will be provided by the Marketing Manager. No certifications are required.

E. Environmental Conditions
- Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Graphic Layout Artist I will be paid a beginning rate of $10.60/hour (Pay Scale “C”).

G. Learning Outcomes
1) Students will demonstrate proficiency in their use of the Adobe Creative Suite to create graphics for print and digital media.
2) Students will employ graphic design knowledge and skills to visually communicate the spirit of Rec Sports programs, events, services, and facilities.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
A. General Statement of Duties
Provide safe and effective workouts to music using the most current techniques sanctioned by
leading certification specialists. Assist in monitoring class enrollment and the setting up and
storing of equipment.

B. Typical Responsibilities
• Ensure the safety of all participants by using proper form and techniques learned in the
training program prior to instructing
• Educate participants in the benefits of exercise and a healthy lifestyle
• Continue personal growth and knowledge by attending mandatory training workshops
• Provide assistance in the monitoring of class enrollment by checking class passes
• Ensure the safe use of exercise apparatus
• Provide motivation and support for all participants
• Be available before and after class to answer participants’ questions

C. Experience and Abilities
• Must be a currently enrolled student
• Knowledge of the benefits of aerobic exercise
• Basic understanding of the cardiovascular system, anatomy, and kinesiology
• Participation in group exercise, and some experience in assisting or teaching
• Moderate to high personal fitness level
• Strong interpersonal and communication skills
• Certification in Heartsaver CPR (preferred)
• Diversity in instruction: low impact, high impact, step, slide, resistance training, dance
fitness, bootcamp, aqua, barre, mind/body, indoor cycling, etc. (preferred)

D. Environmental Conditions
• Lifting equipment
• Common muscle strains and sprains associated with exercise and activity
• Exposure to loud music
• Aqua instructors exposed to pool chemical

E. Training
• Mandatory staff training workshop prior to instructing classes
• Semester workshops/meetings
• Certification preparation
• Fitness Instructor Training (in house 20 hours – preferred)
• Six week in class training mentored by senior instructors

F. Pay Scale
In accordance with departmental policy, Fitness Instructor 2, Student will start at a rate of
$10.60/hour and is eligible for a merit raise after four months of service. Instructors will be paid
for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes
following. Instructors will also be paid the same hourly fee for once a month two hour training
workshops and for all assisting in all special events and marketing opportunities (such as De-Stress
Fest, Spring Dance Party, etc).

G. Learning Outcomes
1) Develop, execute, and lead a safe, effective, and inclusive fitness class experience
2) Motivate and communicate with a diverse group of people with a variety of fitness backgrounds
and needs, and adapt as needed
3) Develop, execute, and lead two different fitness class formats utilizing a variety of equipment
IM SPORTS ESPORTS ASSISTANT

A. General Statement of Duties
Intramural Sports Esports Assistants will help assist the Esports program in a variety of different ways. They will run streams through Twitch, update the Twitch website, and manage tournaments and leagues, and provide input to our Esports programming calendar each semester.

B. Typical Responsibilities
• Assist with the daily operations of the Esports program, including tournaments, matches, leagues, and community engagement on our public Discord channel
• Utilize Twitch and Open Broadcaster Software to stream Esports matches
• Assist in the recruitment of participants and development of the Esports program
• Assist with the collection of data of various metrics from matches/tournaments to help drive decision making and policy creation
• Assist with development of policies and procedures for the Esports program.
• Resolve conflict between players
• Possess knowledge of the department’s intramural sports policies and procedures
• Other duties as assigned by the intramural sports staff

C. Experience and Abilities
• Previous experience with Esports is preferred
• Must be a currently enrolled student

D. Training
• Must complete all required training prior to beginning work
• CPR/First Aide and AED training will be available through the department but is not a requirement for the position

E. Environmental Conditions
• Will be required to sit for an extended amount of time
• Occasional lifting of items up to 50 lbs.

F. Pay Scale
In accordance with departmental policy, an Intramural Sports Esports Assistant will start at a rate of $10.60/hour and is eligible for a merit increase after four months of service.

G. Learning Outcomes:
1) Apply problem solving skills to effectively manage difficult situations and to provide outstanding customer service. (Job specific skills)
2) Demonstrate an advanced understanding of teamwork and collaboration and how to work with one another to achieve a common goal. (Social competency/teamwork skills)
3) Effectively communicate to participants and colleagues in a professional setting, while also showing the ability to interact respectfully with all people. (Communication skills)
IM SPORTS OFFICE SUPERVISOR

A. General Statement of Duties
IM Office Supervisors are customer service representatives that will serve by overseeing the reception area in the Intramural Sports Office.

B. Typical Responsibilities
- Assist in the upkeep of the intramural student personnel information and inventory of intramural equipment
- Input data of all intramural contests, reschedule games, and post contest results
- Provide recommendations on ways to improve the intramural program
- Cleaning, organizing and sorting of Intramural Sports participant uniforms.
- Answering of emails and phone calls directed to the main office line
- Other office clerical duties

C. Experience and Abilities
- General knowledge of Intramural Sports Program
- One semester of employment with the Department of Recreational Sports (preferred)
- Knowledge of one or more computer applications (preferred)
- Must be a currently enrolled student

D. Training
- All students will be trained on the policies and procedures of the Intramural Sports Program and IMLeagues scheduling software
- All students will be trained in Intramural Office procedures.
- Slow Moving Vehicle Training id required

E. Environmental Conditions
- Occasional light lifting of boxes and equipment
- Student must be able to drive a golf cart or other slow moving vehicle (training provided)

F. Pay Scale
In accordance with departmental policy the IM Office Supervisor will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes:
1) Apply problem solving skills to effectively manage difficult situations and to provide outstanding customer service. (Job specific skills)
2) Effectively communicate to many different interest groups in a professional setting, while also showing the ability to interact respectfully with all people. (Communication skills)
3) Show proficiency in current technologies, while also maintaining and managing a variety of different tools and resources. (Job specific skills)
**IM SPORTS OFFICIAL**

A. General Statement of Duties
   An IM Sports Official is responsible for proper game administration of intramural contests according to the rules, policies and procedures for each sport.

B. Typical Responsibilities
   - Enforcement of appropriate rules and policies
   - Inventory of equipment
   - Evaluation of self and co-officials
   - Verification of participant eligibility
   - Evaluation of playing fields
   - Assist new officials with development
   - Provide leadership during Intramural play
   - Practice outstanding customer service and answer customer questions and concerns

C. Experience and Abilities
   - Ability to work in a calm manner with participants while communicating and enforcing the rules of the sport
   - Knowledge of the rules of the sport (preferred)
   - Some degree of relevant experience with the sport (playing, coaching, officiating, etc.)
   - Ability to make split second decisions during game situations
   - Must be a currently enrolled student

D. Training
   - Completion of the officials training program consisting of classroom sessions, on-court clinics, a written exam, and scrimmage (practice) games
   - On-going training provided by the staff supervisors

E. Environmental Conditions
   - Will be required to stand for an extended amount of time
   - Will be required to be outside in the elements for some shifts
   - Occasional lifting of items up to 50 lbs.

F. Pay Scale
   In accordance with departmental policy, an IM Sports Official will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes:
   1) Apply problem solving skills to effectively manage difficult situations and to mitigate conflict. (Job specific skills)
   2) Demonstrate an advanced understanding of teamwork and collaboration and how to work with one another to achieve a common goal. (Social competency/teamwork skills)
   3) Effectively communicate to participants and colleagues in a professional setting, while also showing the ability to interact respectfully with all people. (Communication skills)
A. General Statement of Duties
The IM Sports Student Site Manager manages the operation of all sports within the intramural sports program. This position will be responsible for participant relations, including game check-in. They are also responsible for score reporting and will supervise the IM Scorekeeper staff.

B. Typical Responsibilities
- Organize and distribute all equipment required for assigned sport
- Handle check in and payroll paperwork for intramural scorekeeper staff
- Check in participants via iPads for all intramural contests
- Record all scores from assigned sport throughout entire shift
- Assist in determining status of play for outdoor activities based on weather in conjunction with IM Sports Official Supervisor and Facility Supervisor
- General facility oversight, including risk management considerations
- Other duties as assigned

C. Experience and Abilities
- One semester as either a scorekeeper or official or a combination of those positions within the Texas A&M Intramural program*
- Two semesters as either a scorekeeper or official or a combination of those positions within the Texas A&M Intramural program (preferred)*
- CPR/AED and First Aid certification (preferred)
- Must be a currently enrolled student
*Summer semesters do not count

D. Training
- Completion of an intramural scorekeeper semester training or completion of at least one sport training
- Completion of new site manager/supervisor training to be completed upon hire

E. Environmental Conditions
- Will be required to stand for an extended amount of time
- Will be required to be outside in the elements for some shifts
- Occasional lifting of items up to 50 lbs.

F. Pay Scale
In accordance with departmental policy, an IM Sports Student Site Manager will start at a rate of $10.60/hour and is eligible for a merit increase after four months of service

G. Learning Outcomes:
1) Demonstrate ability to apply an advanced level of effective communication, both with student staff and with participants. (Communication skills)
2) Successfully implement problem solving skills to effectively manage difficult situations. (Critical thinking/problem solving skills)
3) Learn various approaches and techniques to coach and develop student officials and scorekeepers. (Job specific skills)
A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff, Aquatic Supervisors, and Head Lifeguards enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; assist in general maintenance; and perform other duties as assigned.

B. Typical Responsibilities
● Ensure the safety of those who use our facility through consistent and equitable enforcement of Department of Recreational Sports and Aquatic Center policies and procedures.
● Responsible for lifeguarding programs at the facility including but not limited to recreational swimming, academic classes, swim team, swim club, and Rec programs.
● Know and be able to implement the facility’s emergency action plans.
● Assist in general maintenance and upkeep of the facility.
● Provide patrons with accurate information regarding facility operations and issues.
● Assist with facility set-ups (lane line changes, special event).
● Attend paid staff, Departmental, or University employee training meetings as assigned.
● Maintain certifications as needed to meet the minimum requirements for employment.

C. Experience and Abilities
● Current certification in Lifeguard Training: American Red Cross preferred; other Lifeguard Training agencies accepted with completion of a cross-over course to the American Red Cross Lifeguard certification
● Must pass screening tests of basic lifeguarding skills and knowledge throughout the year
● Must be a currently enrolled student
● Be able to work at least 12 - 15 hours a week, can work up to 29 hours a week

D. Training
● Four (4) hours of in-service training required per month
● Texas State Trainings as required
● BBP Training

E. Environmental Conditions
● All Lifeguards are subject to occasional accident hazards in and around the swimming pool
● Lifeguards may be asked to occasionally perform maintenance dealing with hazardous materials
● Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items

F. Pay Scale
In accordance with departmental policy, Lifeguard will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Participate effectively in teams
2) Apply problem solving skills to effectively manage difficult situations
3) Listen actively and critically
MARKETING ASSISTANT 2

A. General Statement of Duties
The Marketing Assistant 2 assists the Rec Sports Marketing & Communications team by promoting Rec Sports facilities, programs, services, and events to a diverse audience. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

B. Typical Responsibilities
- Print, copy, scan, laminate, and distribute marketing materials throughout the Student Recreation Center and the Texas A&M campus.
- Manage inventory of marketing collateral and advise on printing/copying needs.
- Help maintain order and cleanliness of the Marketing & Communications suite and supply areas, specifically as it relates to office equipment and supplies.
- Provide excellent customer service to our colleagues by answering questions and taking complete messages for the Marketing & Communications team.
- Serve as a member of student liaison team that meets regularly with program areas to monitor project status, answer questions, gather information, and provide pertinent information.
- Assist with market research and benchmarking projects, including preparing gathered information in draft reports/memos and making recommendations as appropriate.
- Serve as back-up staff for resource tables and other on- and off-campus events.
- Maintain a library of articles, news releases, and advertisements about Rec Sports appearing in various media outlets.
- Assist supervisor and/or graduate assistant with scheduling projects utilizing project management software.
- Add Rec Sports events and programs to the Texas A&M online calendar.
- Assist with keeping the Rec Sports website current and accurate by entering content, uploading images, and managing hyperlinks. Perform monthly reviews of web pages to ensure accuracy and a quality user experience.
- Actively participate in Marketing & Communications team meetings.
- Other duties as needed, such as data entry and filing.

C. Experience and Abilities
- Physical ability to hang and remove large format advertising and lift/transport boxes containing marketing collateral, display equipment, etc.
- Valid driver’s license.
- Knowledge of the Texas A&M campus.
- Excellent communication, writing, customer service, and public speaking skills.
- Demonstrated organizational and research skills; ability to summarize and present data in a logical and concise fashion.
- Ability to represent the department professionally in a public setting.
- Knowledge of or willingness to learn about Rec Sports programs, events, services, and facilities.
- Proficiency with Microsoft Office; ability to learn new software applications, web content management systems (such as WordPress), and coding (HTML and CSS) for website development.

D. Training
- Training will be provided by the Marketing Manager. No certifications are required.

E. Environmental Conditions
- Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Marketing Assistant 2 will be paid a beginning rate of $10.60/hour (Pay Scale “C”).
G. Learning Outcomes

1) Students will apply their organizational and technical skills to assist with project scheduling and monitoring, adding Rec Sports events to the Texas A&M online calendar, and assisting with updating the Rec Sports website.

2) While representing the department and/or the Marketing & Communications team, students will demonstrate friendly and responsive service, provide correct information, and articulate thoughts clearly and effectively.

3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
A. General Statement of Duties
The Multi-Media Assistant will be responsible for filming and producing promotional, informational, and instructional videos for the department, as well as assist in photographing Rec Sports events for use in MarComm collateral and other promotional materials while following Texas A&M best practices.

B. Typical Responsibilities
- Film video to be used for RecTV advertisements, program/area promotions, public service announcements, and training/instruction for Rec Sports
- Video editing (will be assigned depending on experience)
- Assist with the writing and development of video scripts
- Photography and/or filming for Rec Sports events and programs including (but not limited to) intramural sports, sport clubs, fitness, instructional classes, Rec-A-Palooza, etc.
- Other duties as required

C. Experience and Abilities
- Operational knowledge of video cameras and related sound and lighting equipment
- Knowledge of video sound and lighting techniques, green screen use, and special effects
- Knowledge and experience using Adobe Premiere Pro and Adobe After Effects video editing software and Adobe Photoshop
- Experience using digital SLR cameras, preferably in both action and still settings
- Knowledge of lighting and filtering techniques to be applied while shooting photography
- A “good eye” for video and photo composition
- A portfolio of prior video and photography work will be required
- Must be a currently enrolled student

D. Training
- Complete training provided by Rec Sports Rec Sports Communications Manager. No certifications are required for this position.

E. Environmental Conditions
- Generally work indoors within the Student Recreation Center. However, this position will require occasional work outdoors in various types of weather while photographing or filming departmental facilities and/or activities that take place outdoors.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Multi-Media Assistant will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
1) Students will demonstrate their proficiency in the use of video and photography editing software applications.
2) Students will employ film, editing, and photography skills in print and digital mediums to visually communicate the spirit of Rec Sports programs, events and facilities.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
OA ADVANCED ROUTE SETTER

A. General Statement of Duties
Create and maintain rock climbing routes, wash holds, perform light maintenance including work-at-height, and provide the Outdoor Adventure Staff with the support needed to successfully run the Indoor Climbing Facility. In addition, Advanced Route Setters will forerun routes, testing them for difficulty and quality and provide feedback, guidance and mentorship to new route setters.

B. Typical Responsibilities
• Set routes on both the tower and bouldering wall as instructed by the Route Setting Manager
• Provide customer service by listening to customer’s feedback.
• Perform light maintenance and light cleaning on areas around the climbing facility as well as on the wall faces themselves. In addition, clean and sanitize climbing holds regularly.
• Strip holds off of the tower as designated by the Route Setting Manager.
• Contribute to the cleanliness and organization of the cage including hold, tool, gear, and resource storage as well as tidiness of affected areas including the basement (Batcave) and Outdoor Center.
• Attend and contribute to regular and emergency route-setter staff meetings, trainings, and in-services.
• Complete regular equipment inspection and assist with maintaining associated records as required.
• Climb and test new routes put up by new route setters.
• Provide constructive feedback for new route setters on the quality of their routes, giving ideas on how to change routes to create a better product.
• Assisting in training new route setters on working at height and route setting.

C. Experience and Abilities
• Must be a currently enrolled student
• Utilize written and verbal directions to complete tasks independently.
• Lift and carry heavy and awkward items (up to 50 lbs.), frequently.
• Utilize appropriate self-belay techniques at heights up to 45 feet.
• Maintain proper fitness level to regularly climb at a moderate to high level
• Experience with a variety of power tools and their appropriate safety gear

D. Training
• No certifications are required PRIOR to beginning work.
• Upon hire each staff must complete and maintain the following:
  ◦ Complete job related training required by Texas A&M University and System as well as the Department of Recreational Sports
  ◦ Complete required online trainings in SSO:
    ▪ Child Protection Training – 2111652
  ◦ Complete orientation and training with Biosafety and Occupational Health Program regarding Blood borne Pathogens (bohp.tamu.edu)
  ◦ Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
  ◦ Complete route setting and work at height training with the Route Setting Manager
• Route setters are encouraged to obtain USA Climbing Level 1 or 2 certification.
E. Environmental Conditions
The physical environment requires the employee to work inside in areas of loud noise and near hazardous materials and at height. Employees must frequently move between, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, climbing, lifting, and carrying. Employees communicate with one another frequently and must be able to see and hear to assess and communicate with participants. Employees are frequently required to use Personal Protective Equipment to prevent exposure to hazardous materials and conditions. Staff will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week.
- Will be subject to working at heights of up to 45 feet
- Will be working with technical rope and anchor systems.
- Will need to work on ladders.
- Will use power tools.
- May be exposed to falling and falling objects.
- May be required to lift or transport light to heavy equipment and fixture items.
- May be exposed to blood and body fluids while cleaning the climbing wall and holds.
- May be required to work with various cleaning products in the maintenance of the climbing facility, in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-Time Worker Pay Scale, Outdoor Adventures Route Setting Staff will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the above outcomes.
1) OA Advanced Student Route Setters will demonstrate professionalism by safely using the fall protection and work in suspension systems at the Indoor Climbing Facility and by performing routine maintenance on the surface and interior of the Indoor Climbing Facility.
2) OA Advanced Student Route Setters will demonstrate verbal communication skills by regularly providing formal feedback to new route setters on the quality of their routes and ways to improve them.
3) OA Advanced Student Route Setters will demonstrate critical thinking skills through planning the layout of routes and in trouble shooting routes set by themselves and new setters.
OUTDOOR ADVENTURES INSTRUCTOR

A. General Statement of Duties
The Outdoor Adventures Instructor performs all duties of Outdoor Adventures Staff (customer service, inventory control, cash handling, basic customer instruction, and work on projects to support Outdoor Adventures and Department of Recreational Sports) as well as supervision of Outdoor Adventures Staff. The Outdoor Adventures Instructor will mentor and train new hires during shadow shifts on the duties and responsibilities of Outdoor Adventures Staff. Additionally, Outdoor Adventures Instructors certified as CWI or CWI-L classes and clinics according to set curriculum and oversee all ICF shift activities and documentation.

B. Typical Responsibilities
- Oversee safety and proper usage of facility and equipment.
- Operate computerized programs: point of sale system, equipment rental, inventory control, course registration, check in /check out.
- Serve as resource to customers, connecting them to additional information or other services as needed.
- Provide retail and rental customer service.
- Operate University vehicles to transport supplies and equipment.
- Monitor wall and surrounding area in the Indoor Climbing Facility for safety and intervene when necessary.
- Serve as belayer during one-time climbs at the ICF.
- Repair outdoor equipment like tents, sleeping bags, and stoves.
- Perform maintenance and cleaning tasks as assigned.
- Perform light maintenance and light cleaning on areas around the climbing facility as well as on the wall faces themselves.
- Use appropriate equipment and supplies to sanitize and complete successful Body Substance Isolation according to BOHP training.
- Provide supervision, direction and oversight for all activity on shift.
- Provide complete shift reports and required documentation.
- Train new Outdoor Adventures Staff during shadow shifts, as assigned, using marking cards and proper documentation.
- Assist Outdoor Adventures Coordinator in assessing the performance of peers on staff.
- Assist other Rec Sports and support staff in the event of building-wide emergency or need.
- Outdoor Adventures Instructors who are Certified Climbing Wall Instructors will:
  - Perform pick-offs and rescues as needed at the ICF
  - Document activities, near-misses, and accidents at the ICF
  - Teach Orientation classes and complete skills checks at ICF.

C. Experience and Abilities
- Minimum of 4 months working on Outdoor Adventures staff
- Completion of Climbing Wall Instructor Certification (CWI or CWI-L) OR staff member exhibits high degree of proficiency and performance over an extended period of time
- Proficiency speaking and writing fluently in professional English
- Proficiency with computer programs
  - Microsoft Outlook, Excel, Word
  - Web browsers
  - Point of sale
  - Inventory management and reservations
- Utilize written and verbal directions to complete tasks independently
- Lift and carry heavy and awkward items (up to 50 lbs.) occasionally
- Belaying and use of basic climbing equipment
- Provide clear and productive feedback to peers and other staff.
- Presenting information to groups in classroom and activity settings to promote Outdoor Adventures and further the organization’s mission.
- Directly supervise students in Scale B – Outdoor Adventures Staff
D. Training
- Complete Climbing Wall Instructor program (20 hour course provided by the AMGA or PCIA).
- Upon hire each staff must complete and maintain the following:
  - Complete job-related training required by Texas A&M University and System as well as the Department of Recreational Sports
  - Complete required online trainings in SSO:
    - Child Protection Training – 2111652
    - Slow Moving Vehicle (SMV) Training – 2112256
    - PCI-DSS Credit Card Terminal Training - 2112477
  - Complete Department of Recreational Sports Cash Handling training
  - Complete orientation and training with Biosafety and Occupational Health Program regarding Bloodborne Pathogens (bohp.tamu.edu)
  - Complete a Texas State Driver Record Check with the Department of Recreational Sports
  - Complete Online Driver Training with Transportation Services
  - Successfully complete First Aid, CPR, and AED training
- Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
- If promoted to Instructor via CWI or CWI-L certification, that certification must be maintained throughout employment

E. Environmental Conditions
The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Outdoor Adventures Shift Leader will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week (Sunday – Saturday) total across ALL student work positions on campus.
- Will be subject to working at heights of up to 45 feet
- May be exposed to falling and falling objects
- May be required to lift or transport light to heavy equipment items
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall
- May be required to work with various cleaning products in the maintenance of the climbing facility in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, Outdoor Adventures Instructor will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the above outcomes.
1) OA, Instructor will demonstrate professionalism through effective presentation of educational materials while training and testing new climbers at the Indoor Climbing Facility or will demonstrate professionalism through training new staff and contributing toward the development of new training practices and operational procedures for the organization.
2) OA, Instructor will demonstrate written communication skills by regularly completing shift reporting and incident reporting documentation.
3) OA, Instructor will demonstrate critical thinking skills through proactive risk management and contributing to the team management of building-wide emergency response.
4) OA, Instructor will demonstrate the ability to work in teams and in groups by assessing the performance of their peers with whom they work on shifts as well as through providing day to day supervision, direction and oversight for shifts.
S&C HEAD ATTENDANT

A. General Statement of Duties
Provide direct supervision of Strength & Conditioning Attendants. Act as a liaison between the Strength & Conditioning Attendants and the Strength & Conditioning Supervisors along with the Assistant Director of Strength and Conditioning. Provide excellent customer service by ensuring the proper use of cardiovascular and resistance training equipment to help promote safe, effective, and efficient workouts while maintaining a courteous and professional atmosphere.

B. Typical Responsibilities
- Ensure that Strength & Conditioning Attendants are performing their job responsibilities proficiently.
- Ensure that all shift report forms, injury report forms, and maintenance repair request forms are completed correctly.
- Ensure that the emergency action plan for the Strength & Conditioning Room is carried out appropriately.
- Report performance of Strength & Conditioning Attendants on a shift by shift basis.
- Supervision of facility and its users.
- Following the 10-5-1 customer service guidelines. When a facility user is within 10 feet make eye contact and smile; when a facility user is within 5 feet, speak to them (hello, etc.); and when a facility user is within 1 foot give them your undivided attention.
- Responsive to the needs of Strength & Conditioning Room customers (e.g. spotting, answering questions, proper technique demonstration, adjust television and radio stations).
- Enforce Strength & Conditioning Room policies.
- Cleaning and minor maintenance of equipment.
- Present a professional appearance (e.g. wearing staff shirt (tucked in), khaki or black shorts/pants, and nametag).

C. Experience and Abilities
- Must be a currently enrolled student at Texas A&M University or Blinn College.
- Minimum of one full semester employed by the Department of Recreational Sports as a Strength & Conditioning Attendant.
- Excellent leadership qualities and proactive view towards work responsibilities.
- Current CPR certification (Heartsaver CPR & AED) (preferred).

D. Training
- Satisfactory completion of Strength & Conditioning Head Attendant in-service training session(s).
- Attendance at periodic staff in-services, workshops, and the like.

E. Environmental Conditions
- Frequent lifting and moving of heavy equipment.
- Utilization of tools including, but not limited to wrenches, screw drivers, and socket sets.
- Frequent exposure to potentially hazardous commercial cleaning products.

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale Head Strength & Conditioning Attendants will be classified under pay scale C, and start at an hourly wage of no less than $10.60.

G. Learning Outcomes
1) Learn and develop higher level communication skills by managing shifts and ensuring job performance of peers
2) Evaluate Strength & Conditioning facility and equipment upkeep and adapt where appropriate based on usage patterns and staff performance
3) Write and articulate clearly and effectively in all job required forms, reports, and emails
A. General Statement of Duties
The Social Media & Events Student Assistant Manager will be responsible for a variety of communication-related duties that assist the Communications Manager in developing and managing marketing strategies for department programs and facilities through social media, representing Rec Sports at on- and off-campus events and assisting with photography.

B. Typical Responsibilities
- Manage the overall presence of Rec Sports on various social media platforms, including, but not limited to, Facebook, Twitter, Pinterest, Instagram, Blogging, YouTube, etc.
- Assist in final review of all social media informational and promotional content on all Rec Sports social media outlets at least 1 week prior to postdate.
- Manage cross-promotional efforts between the social media sites of various areas within the department by doing monthly check-ins with each area and brainstorming about what to push.
- Keep up with the latest trends in the fast-moving/changing social media environment.
- Manage the organization, setup and representation of Texas A&M Rec Sports at resource tables and other on/off-campus events, including New Student Conferences, MSC Open House, Aggieland Market, Fish Camp, T-Camp, etc.
- Create and manage the photography schedules at the beginning of each semester for all requested areas of the Department of Recreational Sports including, but not limited to, Intramural Sports, Facilities, Strength & Conditioning, Fitness, Aquatics, Sport Clubs, etc.
- Follow all Texas A&M photography best practices and review all Social Media & Event Assistants content to ensure they are following the best practices.
- Other duties as required

C. Experience and Abilities
- Proficiency using the Internet, smart phones, and various smart-phone apps
- Knowledge and experience managing a variety of social media platforms for a business (Facebook, Twitter, and Instagram are required)
- Investigative personality that will seek out new trends, applications, and best ways to utilize social media
- Experience using an SLR camera
- Knowledge of the Texas A&M University campus
- Excellent communication and public relations skills; ability to represent the department professionally in public is a must
- Thorough knowledge of all areas within Rec Sports and their current offerings/schedules
- At least 6 months experience working as a Communications Student Assistant at Texas A&M Rec Sports or equivalent.
- Must be a currently enrolled student

D. Training
- Complete training provided by Rec Sports Communications Manager. No certifications are required for this position.

E. Environmental Conditions
- Generally work indoors within the Student Recreation Center. Some outdoor events will be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Social Media & Events Student Assistant Manager will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.
J. Learning Outcomes
1) Students will employ organizational skills to create and manage the photography and resource table schedules and communicate effectively with those impacted.
2) While representing the department students will demonstrate friendly and responsive service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
SPORT CLUBS SUPERVISOR

A. General Statement of Duties
Provide overall supervision of activities involving Texas A&M Sport Clubs with assistance and support in all aspects during hosted events, such as, practices, meetings, games or tournaments.

B. Typical Responsibilities
- Provide customer service to all Sport Club officers, participants, and patrons
- Perform check-in of club members at Rec Sports Facilities prior to practices, meetings, or games ensuring that all members have an Assumption of Risk form on file
- Manage participation reports for club home events, meetings and practices
- Enforce all Rec Sports, Sport Clubs and Texas A&M University policies
- Oversee safety and proper usage of facility and equipment during sport club practices and events to minimize risk
- Serve as the liaison between clubs, the on-site facility staff, medic and/or trainers
- Assist in making final decisions regarding playing status due to inclement weather at the Penberthy Rec Sports Complex
- Assist Sport Club Officers with youth protocol at tournaments
- Operate Toro during shift when applicable
- Liaison to visiting teams and officials
- Ensure compliance with facility reservations
- Use Microsoft Surface to retrieve staff notes, record feedback, and report time worked
- Supervise and assist with entrance control, crowd management, set-up, break-down and upkeep and clean-up of event area
- Other duties as assigned
- Sport Club practices Monday-Friday approximately between the hours of 4 pm to 10:30 pm and weekend sport club events ranging from 6 am - 12 midnight.

C. Experience and Abilities
- Must be a currently enrolled student at Texas A&M University
- Strong organization, communication and customer service skills
- Willingness to develop leadership, conflict resolution and decision making skills

D. Training
- Complete training will be provided by the Sport Club Staff
- Required to take the Slow Moving Vehicle (SMV) Training -211256
- Stay up to date on required state training

E. Environmental Conditions
- Outdoor Exposure
- Required to lift heavy objects
- Will be subject to variable temperature ranges

F. Pay Scale
In accordance with departmental policy, Sport Club Supervisor will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Articulate sport club policies and procedures to sport club members, coaches, and patrons(Job specific skills/Communication skills)
2) Demonstrate thoughts clearly in written form (Communication Skills)
3) Evaluate, analyze, and integrate information given from a variety of sources to make decisions (Critical thinking/Problem Solving)
A. General Statement of Duties
Provide administrative and accounting support to daily operations of Rec Sports with less guidance and supervision.

B. Typical Responsibilities
- General typing, copying, filing and scanning
- Opening and distribution of mail, vouchers, reports and accounting records
- Prepare daily cash deposits and/or working funds using point of sale software
- Assist with travel arrangements & preparation of travel vouchers
- Gather information for reports and prepare in draft format
- Prepare various detailed reports on a periodic basis using Microsoft Excel and Microsoft Word
- Large amounts of data entry and verification, daily hours, payables, receivables, deposits, inventory, and other assigned items
- Assist with inventory control as requested to include counting, tracking, tagging, and data entry.
- Assist with office supplies for all staff including ordering, receiving, tracking, inventory, and organization of supply room
- Assist with photocopy machine usage and maintenance
- Contact customers via phone calls and email communications to help with receipt collections for use of facilities
- Assist with training new student workers
- Monitor and confirm that all tasks and duties of student assistants are performed satisfactorily on a daily basis and inform supervisor when any issues or challenges arise.
- Maintain minimum knowledge of daily operations to assist in supervisors absence

C. Experience and Abilities
- Must have been a student assistant for a minimum of two semesters
- Ability to work independently and maintain confidentiality, on occasions will be unattended
- Strong interpersonal, communication, and follow-up skills
- Demonstrated strong organization skills
- Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems is a requirement
- Computer skills in Microsoft Excel and Microsoft Word and ability to learn new software applications when required
- Must be a currently enrolled student

D. Training
- Complete training provided by supervisor

E. Environmental Conditions
- Typical office environment
- Occasional outdoor exposure

F. Pay Scale
In accordance with departmental policy, Student Staff Assistant will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Students will demonstrate proficiency in workday through processing items in a timely manner.
2) While representing the department students will demonstrate excellent customer service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, confidentiality, dependability and responsiveness; and work productively with peers and full-time professionals.
A. General Statement of Duties
Provide administrative and accounting support to the daily operations in the Business Services office of Rec Sports with minimal guidance and supervision.

B. Typical Responsibilities
- General typing, copying, filing and scanning
- Opening and distribution of mail; prepare, copy, file, and distribute vouchers, accounting reports, etc., utilizing applicable software systems
- Prepare daily cash deposits and/or working funds using point of sale software
- Assist with travel arrangements & processing of travel expense reports, research and/or gather information for reports and analyses and prepare in draft format
- Large amounts of data entry and verification, daily hours, payables, receivables, deposits, inventory, and other assigned items
- Assist with inventory control as requested to include counting, tracking, and tagging.
- Assist with office supplies for all staff including ordering, receiving, tracking, inventory, and organization of supply room
- Participate in Business Service office meetings, in student hiring process, and/or on department committees as appropriate
- Assist with photocopy machine usage and maintenance
- Contact customers via phone calls and email communications to help with receipt collections for use of facilities
- Prepare recurring journal entries (i.e. utilities), send to accounting services, and keep current various spreadsheets for analysis purposes.
- Perform auditing functions to ensure maintenance of strong internal controls and compliance with policies and practices.
- In – depth training of new business student workers in office, and assisting supervisor with formal training for business students and for new cashiers in Facilities as appropriate.
- Monitor and confirm that all tasks and duties of student assistants are performed satisfactorily; when possible propose recommendations for improving the student work environment and processes; and inform supervisor when any issues or challenges arise.
- Assist in keeping procedures current for student workers including ensuring most recent documents are shared through appropriate means.
- Help with creation/updating of student learning outcomes and provide feedback on assessment methods.
- Maintain minimum knowledge of daily operations to assist in supervisors absence

C. Experience and Abilities
- Must have been a Student Assistant, Business Services 2 for a minimum of two semesters
- Ability to work independently and maintain confidentiality, on occasions will be unattended
- Strong interpersonal, communication, and follow-up skills
- Demonstrated strong organization skills
- Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems is a requirement
- Computer skills in Microsoft Excel and Microsoft Word and ability to learn new software applications when required
- Investigative or innovative nature that seeks ways for the Business Office to become more effective and efficient in its processes and way it delivers high quality customer service.
- Knowledge of all areas within Rec Sports and how the business services office interacts with each.
- Must be a currently enrolled student
D. Training
   • Complete training provided by supervisor

E. Environmental Conditions
   • Typical office environment
   • Occasional outdoor exposure

F. Pay Scale
   In accordance with departmental policy, Student Staff Assistant, Business Services will start in Pay Scale C at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   1) Training- Students will use their acquired knowledge, communication and organizational skills to provide on-the-job training to peers and help develop formal training under guidance of their supervisor.
   2) Inventiveness- Students will apply creativity and critical thinking skills by identifying opportunities for improvement, engaging in research to determine feasibility of the idea, and preparing and presenting their recommendation.
   3) Teamwork- Students will use interpersonal and leadership skills to facilitate the creation of annual team goals for business service student team.
STUDENT STAFF ASSISTANT, DEVELOPMENT

A. General Statement of Duties
The Development Staff Assistant will perform a wide range of administrative and communications tasks and work on special projects to support the fundraising, stewardship and scholarship efforts for Rec Sports.

B. Typical Responsibilities

Administrative Support
- General typing, data entry, copying, filing, and scanning. Keep endowed funds files current.
- Opening and distribution of mail.
- Research and gather information for reports; draft reports, letters, etc.
- Assist with inventory control as requested to include counting, tracking, tagging, etc.
- Assist with maintaining order of storage area for development team.
- Assist with training new student workers; monitor and confirm that all tasks are performed satisfactorily and inform supervisor when any issues or challenges arise.
- Other administrative tasks as assigned.

Fundraising / Communications Support
- Be an ambassador for Rec Sports, representing the department at events, meetings, gatherings, etc. Be student speaker at small gatherings.
- As required, help research and keep former employee information current and accurate in the database; may include working with TAMU Foundation.
- Assist with donor communications which could include writing and helping with mailings, email distribution, social media communication, etc.
- Contact donors via phone and email to verify orders in support of the Walk of Champions brick program.
- Help with events for former students, and/or current and prospective financial supporters and assist with large special department events that elevate the department's visibility among all constituents.
- Special communications and/or fundraising projects as assigned.

Scholarship Support
- Help maintain scholarship endowed fund files.
- Assist with thanking and recognizing those that donate, i.e., calls, letters, etc.
- Help in scholarship awarding process including communicating with selection committees, updating applications, helping manage online scholarship system (if acquired), etc.
- Special projects or other tasks which improve the scholarship granting and management processes at Rec Sports.

C. Experience and Abilities
- Ability to work independently and maintain confidentiality.
- Excellent interpersonal, verbal and written communication skills.
- Strong attention to detail and demonstrated strong organization and follow – up skills
- Computer skills in Microsoft Excel and Microsoft Word and ability to learn new software applications when required
- Must be a currently enrolled student

D. Training
- Complete training provided by supervisor. No certifications are required.

E. Environmental Conditions
- Typical office environment; some off-site duties may be required.
- Occasional outdoor exposure

F. Pay Scale
In accordance with departmental policy, Student Staff Assistant will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.
G. Learning Outcomes
1) Student workers will demonstrate basic job related professionalism and job specific skill competency.
2) Student workers will demonstrate effective communication skills.
3) Student workers will demonstrate social competence through working in teams.
A. General Statement of Duties
Provide administrative and accounting support to daily operations of Rec Sports with less guidance and supervision.

B. Typical Responsibilities
- General typing, copying, filing and scanning
- Perform I-9 processes (Employment Eligibility Verification) for incoming new hires in compliance with USCIS. (U.S. Citizenship and Immigration Services)
- Workday data entry
- Assist with travel arrangements & preparation of travel vouchers
- Gather information for reports and prepare in draft format
- Prepare various detailed reports on a periodic basis using Microsoft Excel and Microsoft Word
- Large amounts of data entry and verification
- Assist with training new student workers
- Monitor and confirm that all tasks and duties of student assistants are performed satisfactorily on a daily basis and inform supervisor when any issues or challenges arise.
- Maintain minimum knowledge of daily operations to assist in supervisors absence

C. Experience and Abilities
- Must have been a student assistant for a minimum of two semesters
- Ability to work independently and maintain confidentiality, on occasions will be unattended
- Strong interpersonal, communication, and follow-up skills
- Demonstrated strong organization skills
- Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems is a requirement
- Computer skills in Microsoft Excel, Microsoft Word, Google Docs and ability to learn new software applications when required
- Must be a currently enrolled student

D. Training
- Complete training provided by supervisor

E. Environmental Conditions
- Typical office environment
- Occasional outdoor exposure

F. Pay Scale
In accordance with departmental policy, Student Staff Assistant will start at a rate of $10.60/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Students will demonstrate proficiency in workday through processing items in a timely manner.
2) While representing the department students will demonstrate excellent customer service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, confidentiality, dependability and responsiveness; and work productively with peers and full-time professionals.
A. General Statement of Duties
The Writer/Content Contributor is responsible for writing, proofing, and editing content for various digital and printed publications to promote Rec Sports and communicate with patrons and supporters. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

B. Typical Responsibilities
- Coordinate and manage the overall production of RecLIFE Magazine, from planning through production. Employee will work closely with other Rec Sports student and professional staff.
- Conduct interviews with various individuals for article and content development.
- Write content and assist with copy editing for various Rec Sports publications, including RecLIFE Magazine, the Rec Sports Guide, brochures, invitations, blog posts, and more.
- Other duties as needed.

C. Experience and Abilities
- Excellent verbal and written communication skills, including spelling, grammar, punctuation, sentence structure, and “flow” of content.
- Strong attention to detail.
- Investigative personality that will seek out details and information to be used for content development.
- Willingness to gain a thorough knowledge of Rec Sports and its current projects/events.
- Good work ethic and a strong sense of responsibility.
- Proficiency using Microsoft Office (Word, Excel, etc.) and various Google apps.

D. Training
- Training will be provided by the Marketing Manager. No certifications are required.

E. Environmental Conditions
- The Writer/Content Contributor generally works indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Writer/Content Contributor will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
a. Students will be able to compose questions and conduct interviews as a method of gathering information for content development.
b. Students will be able to write and edit content for Rec Sports publications that communicates the spirit of Rec Sports staff, programs, events, and facilities.
c. Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
Student Worker
Pay Scale D
Position Descriptions
AQUATIC EVENTS LEAD

A. General Statement of Duties
   Under the supervision of the Aquatics Professional Staff or Aquatic Supervisors, assists in managing and supervising a variety of Aquatic special events such as swim/diving meets, water polo, and synchronized swimming. These events may be high school, age group or collegiate level. Perform other duties as assigned by the Aquatics Full-Time Staff including but not limited to event set-up, operation and tear down.

B. Typical Responsibilities
   - Supervise the Aquatic Workers I and II during aquatic special events.
   - In charge of setting up and tearing down equipment for aquatic special events.
   - Assist in planning and conducting meetings.
   - Conduct oneself in a professional manner at all times.
   - Operate meet management equipment.
   - Positively interact with the athletes, coaches, officials and meet directors to conduct a successful event.
   - Trouble-shoot timing equipment during events.
   - Report any damaged or broken equipment immediately.
   - Assist with projects.
   - Assist with the training of new staff.
   - Other duties as assigned by the Aquatic Full-Time Staff.

C. Experience and Abilities
   - Must be a currently enrolled student with one year Aquatic Event experience
   - Proficient in operation and troubleshooting of the Daktronics timing system
   - Have working knowledge of swimming and/or diving
   - Proficient in Pro-Swim, Pro-Dive, e-Dive, and divemeets.com
   - Be able to work all events throughout each semester
   - Available to work an opening, closing or weekend shift
   - Available to work during holiday breaks

D. Training
   - Complete training provided by Aquatics Assistant Director: Events & Programs
   - Texas State Trainings as required
   - Annually attend Department of Recreational Sports Student Leadership Training
   - Kognito At-Risk Training through Counseling and Psychological Services

E. Environmental Conditions
   - All Aquatics Staff members are subject to occasional accident hazards in and around the swimming pool
   - Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
   - Physical requirements include bending, lifting, moving and pushing equipment up to 40 pounds.
   - This position will require working non-traditional hours including early mornings, late nights, and weekends which may fall outside of the normal hours of operation for the facility.

F. Pay Scale
   - In accordance with departmental policy, Aquatic Events Lead is in pay scale “D” and will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service

G. Learning Outcomes
   1) Evaluate, analyze, and integrate information from a variety of sources
   2) Communicate effectively in a professional setting
   3) Work with others to support a shared goal
AQUATIC MAINTENANCE

A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff, assist in the daily operation of the Natatorium complex. The Aquatic Maintenance Technician will enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; assist in most maintenance; and perform other duties as assigned.

B. Typical Responsibilities
• Assist in ensuring that pool operations are held in accordance with local, state and federal work codes.
• Ensure proper pool water chemistry. This includes testing water chemical levels daily and adding chemicals to the pool water as needed.
• Assist with ensuring proper operation and management of pool filtration system. Inspect pumps and pump room daily. Notify Aquatic Professional Staff when work orders are needed for repairs to the system.
• Check water temperatures for each pool frequently. Notify Aquatic Professional Staff when work orders are needed for pools outside acceptable temperature ranges.
• Maintain the cleanliness of the pools themselves. Create schedule for cleaning with vacuums. Keep vacuums operational.
• Assist in general maintenance and upkeep of the facility. Provide preventative maintenance for all equipment used in the aquatic area. Includes: repairs to vacuums, assisting with projects for pool or deck area, and maintaining chlorinators and Becc systems. Keep up with preventative maintenance schedule for pool mechanical systems.
• Maintain records and reports.
• Train, schedule, evaluate and supervise student maintenance and cleaning staff.
• Assist in preparing the pools and surrounding areas for approved programs.
• Attend paid staff, Departmental, or University employee training meetings as necessary.
• Attend un-paid certification or re-certification programs as needed to meet the minimum requirements for employment at the Student Rec Center Natatorium.

C. Experience and Abilities
• Certification as a Pool Operator (NSPF, YMCA, NRPA) preferred
• Must be a currently enrolled student

D. Training
• Texas State Trainings as required
• BBP Training
• Lifeguard Management Course
• Hazardous Materials Training
• Chemical Testing (DPD and Palin Test Kit)

E. Environmental Conditions
• All staff are subject to occasional accident hazards in and around the swimming pool
• Staff may be asked to occasionally perform maintenance dealing with hazardous materials
• Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
• Lifting up to 50 pounds to waist level

F. Pay Scale
In accordance with departmental policy, Aquatic Maintenance will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Evaluate, analyze, and integrate information from a variety of sources
2) Communicate effectively in a professional setting
3) Work with others to support a shared goal
BUSINESS SERVICES STUDENT MANAGER

A. General Statement of Duties
Provide administrative and accounting support for daily operations of Rec Sports Business Services operations with minimal guidance and supervision. Manage and train other student workers in the Business Services area.

B. Typical Responsibilities
- Train student staff for Sage general ledger posting, AggieBuy invoice, and Concur Payment Card processing
- Assist with supervision of front desk staffing and operating procedures
- Plan and present Business Services student staff monthly training as needed
- Assist with semesterly scheduling of all area student staff
- Train student staff daily responsibilities and monitor that performance is satisfactory and inform supervisor when any issues or challenges arise.
- Assist with management of Budget review process and update final budgets to Sage accounting software
- Large amounts of data entry and verification, payables, and other assigned items
- Responsible for auditing accounts payable transactions for accuracy and appropriate Sage accounting codes.
- Create and update written procedures for various Business Office tasks and responsibilities
- Contact account payable purchasers by phone or email to clarify and assist with Business Services operations including AggieBuy and Concur systems in SSO
- Conduct collection activities with guidance from accounts receivable specialists
- Gather information to prepare various detailed reports on a periodic basis using Sage Accounting Software, Microsoft Excel, Google drive, and any other software used within Business Services

C. Experience and Abilities
- Must have been a student assistant for a minimum of three semesters
- Ability to work independently and maintain confidentiality, many times will be unattended
- Strong interpersonal, communication, and follow-up skills
- Demonstrated strong organization skills
- Skilled in creating Google docs and forms
- Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems is a requirement
- Computer skills in Sage Accounting Software, Concur, Canopy, AggieBuy, Microsoft Office Suite, Google Suite, and ability to learn new software applications when required
- Must be a currently enrolled student

D. Required Training
- Complete training provided by supervisor including leadership training
- Kognito At-Risk Training through Counseling and Psychological Services

E. Environmental Conditions
- Typical office environment

F. Pay Scale
In accordance with departmental policy, Business Services Student Manager will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Students will demonstrate proficiency in Sage Accounting Software through processing monthly general ledger entries for month-end deadlines.
2) While representing the department students will demonstrate excellent customer service, provide accurate information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, confidentiality, dependability and responsiveness; and will gain knowledge in managing and evaluating other student workers in the area.
4) Students will demonstrate ability to apply an advanced level of effective communication, both with student staff and professional staff.
A. General Statement of Duties
Facility Supervisors are responsible for the daily operation and supervision of all Rec Sports facilities and its satellite complexes. They oversee all facility personnel, security, cash handling, risk management and customer service operations. Additionally, they are the primary department liaison with all facility user groups and are responsible for all decisions in lieu of full-time Rec Sports staff.

B. Typical Responsibilities
- Responsible for verification of payroll hours for all facility staff
- Enforces all departmental policies and procedures
- Oversees facility security and risk management
- Serve as primary department liaison for all members and guests
- Answer and refer all questions concerning departmental facilities and programs
- Responsible for appropriate decisions in lieu of full-time Rec Sports staff
- Prepare proper facility set-ups for user groups and reservations
- Provide facility tours for patrons as requested
- Make final decisions regarding playing status for outdoor satellite facilities
- Responsible for day to day laundry operations
- Other duties assign by staff supervisor

C. Experience and Abilities
- Previous work experience in Rec Sports with 2 semesters on Rec Sports facilities staff required
- One semester work experience as a Facility Specialist required
- Receive and maintain a passing score on the Facility Specialist comprehension check
- Previous cash handling experience required
- Current certification in CPR and First Aid required
- Previous personnel supervision experience preferred
- Must be a currently enrolled student

D. Training
- Satisfactorily complete staff training provided by Rec Sports facility staff including Advanced Cash Handling Training with the Business Services staff
- PCI-DSS Credit Card Terminal Training – 2112477
- Slow Moving Vehicle Training – 2112256
- Multiple Classroom Sessions and shadow shifts at all Rec Sports facilities.
- Walk-Throughs of each facility

E. Environmental Conditions
- Will be required to be outside in the elements during parts of shift
- Occasionally some bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required

F. Pay Scale
In accordance with departmental policy, Facility Supervisor will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Develop interpersonal skills as through interaction and oversight of patrons and staff
2) Initiate and utilize risk management skills when it comes to emergency procedures
3) Demonstrate fiscal responsibility through the management of Rec Sports working funds
A. General Statement of Duties
Provide safe and effective workouts to music using the most current techniques sanctioned by leading certification specialists. Assist in monitoring class enrollment and the setting up and storing of equipment.

B. Typical Responsibilities
- Ensure the safety of all participants by using proper form and techniques learned in the training program prior to instructing
- Educate participants in the benefits of exercise and a healthy lifestyle
- Continue personal growth and knowledge by attending mandatory training workshops
- Provide assistance in the monitoring of class enrollment by checking class passes
- Ensure the safe use of exercise apparatus
- Provide motivation and support for all participants
- Be available before and after class to answer participants’ questions

C. Experience and Abilities
- Must be a currently enrolled student
- Knowledge of the benefits of aerobic exercise
- Basic understanding of the cardiovascular system, anatomy, and kinesiology
- Participation in group exercise, and some experience in assisting or teaching
- Moderate to high personal fitness level
- Strong interpersonal and communication skills
- Diversity in instruction: low impact, high impact, step, slide, resistance training, dance fitness, bootcamp, aqua, barre, mind/body, indoor cycling, etc. (preferred)
- Certification required in group exercise, personal training, or aqua. Accepted certifications: AFAA - Athletics and Fitness Association of America, ACE - American Council for Exercise, ACSM - American College of Sports Medicine, NASM – National Academy of Sports Medicine, IAR - Institute of Aerobic Research, AEA - Aquatic Exercise Association

D. Environmental Conditions
- Lifting equipment
- Common muscle strains and sprains associated with exercise and activity
- Exposure to loud music
- Aqua instructors exposed to pool chemical

E. Training
- Mandatory staff training workshop prior to instructing classes
- Semester workshops/meetings
- Fitness Instructor Training (in house 20 hours – preferred)

F. Pay Scale
In accordance with departmental policy, Fitness Instructor 3, Student will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service. Instructors will be paid for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes following. Instructors will also be paid the same hourly fee for once a month two hour training workshops and for all assisting in all special events and marketing opportunities (such as De-Stress Fest, Spring Dance Party, etc).

G. Learning Outcomes
1) Develop, execute, and lead a safe, effective, and inclusive fitness class experience
2) Motivate and communicate with a diverse group of people with a variety of fitness backgrounds and needs, and adapt as needed
3) Develop, execute, and lead two different fitness class formats utilizing a variety of equipment
A. General Statement of Duties
Level II Graphic Layout Artists help communicate the spirit of Rec Sports programs, events, services, and facilities through the effective use of graphic design for both print and electronic media. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

B. Typical Responsibilities
• Act as team lead in designing graphics and laying out pages for use in Rec Sports printed marketing collateral, including banners, posters, fliers, semester guides, RecLIFE Magazine, and advertisements in local publications.
• Act as team lead in the creation of digital images for publication on social media, digital signage, email campaigns, and the Rec Sports website.
• Maintain the Rec Sports marketing and communications style guide and assist with ensuring that all Rec Sports marketing materials align with the Texas A&M brand guide, including the proper use of departmental and Texas A&M logos, fonts, and color palette.
• Proofread and edit marketing collateral for accuracy.
• Assist with printing (including large format) as needed.
• Train Level I Graphic Layout Artists on job processes, workflow, efficiencies, and best practices; serve as a resource by answering questions, providing feedback, and offering suggestions to help Level I Graphic Layout Artists improve their job skills.
• Serve as a member of student liaison team that meets regularly with program areas to monitor project status, answer questions, and gather/provide pertinent information.
• Occasionally assist with photographing Rec Sports classes, events, and facilities.
• Assist with special projects and office duties as necessary.

C. Experience and Abilities
• Graphic design and layout experience.
• Proficiency using Adobe InDesign, Photoshop, Illustrator, and Acrobat software applications.
• Experience color-correcting and retouching images.
• Creativity and a good eye for design.
• Photography experience (preferred).
• Basic motion graphics/animation experience (preferred).
• Willingness and ability to learn new skills, techniques, and software applications that extend beyond basic graphic design concepts.
• Strong attention to detail.
• Excellent written and verbal communication skills.
• Ability to work independently as well as collaborate in a team environment.
• Ability to teach and train peers on all aspects of the job.
• A portfolio of previous design work is required upon application.

D. Training
• Training will be provided by the Marketing Manager. No certifications are required.

E. Environmental Conditions
• Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Graphic Layout Artist II will be paid a beginning rate of $11.20/hour (Pay Scale “D”).

G. Learning Outcomes
1) Students will demonstrate proficiency in their use of the Adobe Creative Suite to create graphics for print and digital media.
2) Students will employ communication and leadership skills to train peers on graphic design and job tasks, and while serving as part of the student liaison team.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
HEAD LIFEGUARD

A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff or Aquatic Supervisors, assist in the daily operation of the Aquatic Facilities and management of the lifeguard staff. The Head Lifeguards will enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; assist in general maintenance; and perform other duties as assigned.

B. Typical Responsibilities
- Ensure the safety of those who use or work in our facility through consistent and equitable enforcement of Department of Recreational Sports and Aquatic Center policies and procedures. Ensure that all programs, facilities and equipment are operating in a safe and efficient manner.
- Supervise lifeguards in the daily operation of the Aquatic Facilities including ensuring lifeguards are present for all activities including but not limited to recreational swimming, academic classes, swim team, swim club, and REC programs; auditing lifeguards, evaluating lifeguards, and managing lifeguard rotation; Assist with planning and implementing in-service training.
- Act accordingly in an emergency situation and provide the leadership needed to ensure that the victim receives appropriate care. Ensure all follow-up procedures are completed.
- Assist in general maintenance and upkeep of the facility including maintaining operational, chemical, and maintenance reports; preparing the pools and surrounding areas for daily use and special events as needed. This includes taking a leadership role in facility set-ups (lane line changes, special events) and providing positive leadership through the demonstration of professional behavior.
- Provide customer service support for all programs and user groups. Serve as a resource to patrons and staff members by providing accurate information regarding pool schedules, events, programs and other aquatic information.
- Attend paid staff, Departmental, or University employee training meetings as necessary.
- Maintain certifications as needed to meet the minimum requirements for employment.

C. Experience and Abilities
- Current certification in American Red Cross Lifeguard Training
- American Red Cross Lifeguard Instructor Certification preferred
- Must pass screening tests of basic lifeguarding skills and knowledge throughout the year
- Must be a current Department of Rec Sports lifeguard to apply and be considered for the position
- Be able to work at least 12-15 hours a week
- Available to work an opening, closing or weekend shift
- Available to work during holiday breaks

D. Training
- Four (4) hours of in-service training required per month
- Annually attend Department of Recreational Sports Student Leadership Training
- Texas State Trainings as required
- BBP Training
- Hazardous Materials Training
- Kognito At-Risk Training through Counseling and Psychological Services
- Chemical Testing (DPD test kit)

E. Environmental Conditions
- All Head Lifeguards are subject to occasional accident hazards in and around the swimming pool
- Head Lifeguards will be asked to occasionally perform maintenance dealing with hazardous materials
- Lifting up to 50 pounds to waist level
F. Pay Scale
In accordance with departmental policy, Head Lifeguard will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Evaluate, analyze, and integrate information from a variety of sources
2) Communicate effectively in a professional setting
3) Work with others to support a shared goal
A. General Statement of Duties
Provide administrative and accounting support to daily operations of Rec Sports Human Resource operations with minimal guidance and supervision. Manage and train other student workers in the Human Resource area.

B. Typical Responsibilities
- General typing, copying, filing and scanning
- Gather information for reports and prepare in draft format
- Prepare various detailed reports on a periodic basis using Workday, Microsoft Excel and Microsoft Word
- Large amounts of data entry and verification, daily hours, payables, and other assigned items
- Responsible for terminations, pay increases, and title changes in Workday
- Train and manage other student workers
- Contact employees by phone or email to clarify and assist with Workday onboarding
- Monitor and confirm that all tasks and duties of student assistants are performed satisfactorily on a daily basis and inform supervisor when any issues or challenges arise.
- Maintain detailed knowledge of daily operations to assist in supervisors absence

C. Experience and Abilities
- Must have been a student assistant for a minimum of three semesters
- Ability to work independently and maintain confidentiality, many times will be unattended
- Strong interpersonal, communication, and follow-up skills
- Demonstrated strong organization skills
- Strong attention to detail and ability to follow specific accounting processes to uphold internal control systems is a requirement
- Computer skills in Workday, Microsoft Excel and Microsoft Word and ability to learn new software applications when required
- Must be a currently enrolled student

D. Training
- Complete training provided by supervisor

E. Environmental Conditions
- Typical office environment

F. Pay Scale
In accordance with departmental policy, Human Resource Student Manager will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Students will demonstrate proficiency in workday through processing terminations, pay increases, and title changes in a timely manner.
2) While representing the department students will demonstrate excellent customer service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, confidentiality, dependability and responsiveness; and will gain knowledge in managing and evaluating other student workers in the area.
**A. General Statement of Duties**

The IM Sports Official Supervisor manages all intramural officials and scorekeepers for their respective sport. This position will be responsible for training, supervising, and evaluating officials and scorekeepers. Additionally, this person will be the sport rules and program policies and procedures expert on site during contests.

**B. Typical Responsibilities**

- Supervise and evaluate intramural officials and scorekeepers
- Enforce all university, departmental, and program policies and procedures
- Assist the Facility Supervisor and IM Sports Site Manager in making decisions related to inclement weather and game status
- Ensure that evaluation forms are being completed and communicated
- Resolve all protests on site and serve as rules expert for given sport
- Handle check in and payroll paperwork for intramural officials and scorekeepers
- Lead decision maker for assigned sport and programmatic area
- General facility duties, including risk management considerations
- Comprehensive programmatic responsibilities and oversight for certain leagues, tournaments, and events
- Other duties as assigned

**C. Experience and Abilities**

- One semester with the Texas A&M Intramural program*
- Two semesters with the Texas A&M Intramural program (preferred)*
- Must have satisfactory scores on pre and post-test for current sport, if applicable
- Must be a currently enrolled student
- CPR/AED and First Aid certification (preferred)
  *Summer semesters do not count

**D. Training**

- Complete new site manager/supervisor training program with the intramural staff

**E. Environmental Conditions**

- Will be required to stand for an extended amount of time
- Will be required to be outside in the elements for some shifts
- Occasional lifting of items up to 50 lbs.

**F. Pay Scale**

In accordance with departmental policy, an IM Sports Official Supervisor will start at a rate of $11.20/hour and is eligible for a merit increase after four months of service.

**G. Learning Outcomes:**

1) Demonstrate ability to apply an advanced level of effective communication, both with student staff and with participants. (Communication skills)
2) Successfully implement problem solving skills to effectively manage difficult situations. (Critical thinking/problem solving skills)
3) Learn various approaches and techniques to coach and develop student officials and scorekeepers. (Job specific skills)
MARKETING ASSISTANT 3

A. General Statement of Duties
The Marketing Assistant 3 is responsible for assisting with all aspects of the Rec Sports website, including design, graphics, daily updates, and analytics using the WordPress content management system. This position also serves as a back-up to the Marketing Assistant I to promote Rec Sports programs, events, services, and facilities to a diverse audience. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

B. Typical Responsibilities
• Perform responsibilities of the Marketing Assistant I as needed, including:
  o Printing, copying, scanning, laminating, and distributing marketing materials throughout the Student Recreation Center and the Texas A&M campus.
  o Providing excellent customer service to our colleagues by answering questions and taking complete messages for the Marketing & Communications team.
  o Serving as back-up staff for resource tables and other on- and off-campus events.
  o Assisting with scheduling projects utilizing project management software.
• Complete daily updates to the Rec Sports website, ensuring content is always current and accurate.
• Enter content, populate media library, and manage hyperlinks.
• Upload and schedule photos and graphic images.
• Research and identify plug-ins for potential use with the site.
• Create and integrate web forms into the site as needed.
• Identify enhancements to aesthetics and navigation, ensuring the site is fresh, dynamic, and easy to use.
• Routinely test website compatibility across multiple platforms, browsers, and devices.
• Ensure website is responsive/mobile-friendly and meets University requirements for accessibility and ADA compliance.
• Ensure style adheres to University, Division of Student Affairs, and Rec Sports brand guidelines.
• Monitor web statistics through the use of Google Analytics.
• Actively participate in Marketing & Communications team meetings and serve on department committees as appropriate.
• Other duties as needed.

C. Experience and Abilities
• Experience with design and maintenance of websites.
• Proficiency using WordPress or similar content management system (CMS).
• Knowledge of HTML and CSS code with the ability to hard-code if necessary (preferred).
• Experience with (or ability to learn) Google Analytics.
• Strong attention to detail.
• Excellent verbal and written communication skills.
• Willingness to gain a thorough knowledge of Rec Sports facilities, programs, services, and events.

D. Training
• Training will be provided by the Marketing Manager. No certifications are required.

E. Environmental Conditions
• Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Marketing Assistant 3 will be paid a beginning rate of $11.20/hour (Pay Scale “D”) and will be eligible for merit increases after four months of service.
G. Learning Outcomes
1) Students will demonstrate proficiency in the use of WordPress CMS to update website and knowledge of Google Analytics to monitor website data and effectiveness.
2) Students will identify ways to improve the usability, aesthetics and navigation of the website and present their recommendations.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
MULTI-MEDIA STUDENT ASSISTANT MANAGER

A. General Statement of Duties
The Multi-Media Student Assistant Manager will be responsible for script writing, filming, and producing promotional, informational, and instructional videos and for the department. He/She will serve as the liaison between all Rec Sports program directors and video requests as well as manage and assign projects to media staff as requests come in.

B. Typical Responsibilities
• Create, edit and finalize official scripts and shot lists for all Rec Sports video requests
• Upload and organize all video content within the Rec Sports drive and the Rec Sports Google drive
• Film videos that will be used for RecTV advertisements, special promotions, public service announcements, training/instruction, etc. for different areas within Rec Sports
• Liaison between all Rec Sports programs and their video requests.
• Assign video projects/tasks between both you and the Multi-Media Assistant as video requests come in.
• Digital still photography for Rec Sports events including (but not limited to) intramural sports, sport clubs, instructional classes and special events
• Other duties as required

C. Experience and Abilities
• At least 6 months of multi-media experience prior to applying for this position
• Operational knowledge of video cameras and related sound and lighting equipment
• Knowledge of video sound and lighting techniques, green screen use, and special effects
• Knowledge and experience using Adobe Premiere Pro and Adobe After Effects (or similar) video editing software, Adobe Photoshop and Google
• Experience using digital SLR cameras, preferably in both action and still settings
• Knowledge of lighting and filtering techniques to be applied while shooting photography
• A “good eye” for video and photo composition
• A portfolio of prior video and photography work will be required
• Must be a currently enrolled student

D. Training
• Complete training provided by Rec Sports Communications Manager. No certifications are required for this position.

E. Environmental Conditions
• Generally work indoors within the Student Recreation Center. However, this position will require occasional work outdoors in various types of weather while photographing or filming departmental facilities and/or activities that take place outdoors.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Multi-Media Student Assistant Manager will be paid a beginning rate of $11.20/hour (Pay Scale “D”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
1) Students will employ organizational skills to assign video projects among student staff to ensure timely completion.
2) Students will be able to write and finalize scripts and shot lists as requested by various department areas.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
A. General Statement of Duties
The Outdoor Adventures Program Supervisor manages a specific facility or program component of the Outdoor Adventures program. Program Supervisor works independently under the guidance of the Outdoor Adventures Coordinator and Director.

B. Typical Responsibilities
Each Program Supervisor is assigned a specific area and set of responsibilities. Each position requires independent work and self-guided effort. Supervisors are expected both to advise the Coordinator and Director and to facilitate regular operations across the Outdoor Adventures program. Supervisors must remain in regular communication with the professional staff supervising their area and must submit reports of work each week. Additionally, Supervisors lead training efforts and regularly run staff meetings in part or total. Each Supervisor must:
- Schedule regular ‘office hours’
- Attend regular Outdoor Adventures Leadership meetings to report and direct operations
- Contribute to hiring and training processes
- Contribute toward creating/updating SOPs, manuals, training curriculum, etc.
- Serve as mentors to whole staff
- Apply each fall for an academic year term

C. Experience and Abilities
- Proficiency speaking and writing fluently in professional English
- Proficiency with computer programs
  - Microsoft Outlook, Excel, Word
  - Web browsers
  - Point of sale
  - Inventory management and reservations
  - Google applications including Drive, Documents, Forms, Sites, and Groups
- Utilize written and verbal directions to complete tasks independently
- Lift and carry heavy and awkward items (up to 50 lbs.) occasionally
- Provide clear and productive feedback to peers and other staff.
- Directly supervise students in Scale B and C
- Present information to groups in classroom and activity settings
- Apply experience and knowledge to creation of new documents and other products
- Have demonstrated competence in the specific area assigned.
- Work independently with little guidance

D. Training
- Upon hire each staff must complete and maintain the following:
  - Complete job-related training required by Texas A&M University and System as well as the Department of Recreational Sports
  - Complete required online trainings in SSO:
    - Child Protection Training – 2111652
    - Slow Moving Vehicle (SMV) Training – 2112256
    - PCI-DSS for Cashiers – 2112477
  - Complete Department of Recreational Sports Cash Handling training
  - Complete orientation and training with Biosafety and Occupational Health Program regarding Bloodborne Pathogens (bohp.tamu.edu)
  - Complete a Texas State Driver Record Check with the Department of Recreational Sports
  - Successfully complete First Aid, CPR, and AED training and maintain current certification
  - Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
E. Environmental Conditions
The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Outdoor Adventures Program Supervisor will be required to work days, nights and weekends not to exceed an average of 29.75 hours per week (Sunday-Saturday) total across ALL student work positions on campus.
- Will be subject to working at heights of up to 45 feet
- May be exposed to falling and falling objects
- May be required to lift or transport light to heavy equipment items
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall
- May be required to work with various cleaning products in the maintenance of the climbing facility in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, Outdoor Adventures Program Supervisor will be paid a beginning rate of $11.20/hour (Pay Scale “D”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the outcomes.
1) Outdoor Adventures Program Supervisors will demonstrate professionalism through timeliness, punctuality on the job and ability to interact with the professional staff in a professional manner.
2) Outdoor Adventures Program Supervisors will demonstrate communication skills by utilizing phone, email, and person to person channels to report out their work and brief the professional staff on their progress.
3) Outdoor Adventures Program Supervisors will demonstrate critical thinking skills through detecting and solving issues related to their specific area of focus.
4) Outdoor Adventures Program Supervisors will demonstrate the ability to work in teams and in groups by serving as a participating member of the OA leadership team.
S&C COACH FOR SPORT CLUBS

A. General Statement of Duties
Provide strength and conditioning program design and implementation for Department of Recreational Sports Sport Club teams who chose to participate. Number of athletes per sport club team will range from 8-30 individuals. Position requires the utilization of safe and effective strength and conditioning exercises, routines, and coaching methods that are sanctioned by leading certification organizations and/or are commonly accepted practices in the industry. This position is also responsible for the monitoring and documentation of athlete progress as well as setting up and storing any necessary equipment.

B. Major Responsibilities
- Designing of high quality, systematic, and safe programs that develop both general, and sports specific athletic development.
- Ensure the safety of all participating athletes by properly explaining, educating, and coaching during each training session as well as reinforcing the utilization of proper technique and spotting methods.
- Provide motivation and support to the teams/athletes who participate.
- Documentation of all athlete workouts, measurements, testing data, etc.

C. Experience and Abilities
- Must be a currently enrolled student at Texas A&M University or Blinn College
- Minimum two months experience working in a strength & conditioning setting with athletes i.e. as a strength & conditioning coach or performance coach including as an assistant, GA, intern, etc. is required.
- Certification from a nationally recognized certification organization is preferred (NSCA, CSCCA, NASM, ACSM, ACE)
- High level of understanding of program design and implementation for improving athletic performance potential
- High level of understanding of human anatomy and exercise physiology
- High level of working knowledge of the proper utilization of all modalities of resistance training
- Good understanding of the principles of nutrition and dietary modification
- Moderate to high personal fitness level
- Ability to organize, interact with, and motivate athletes in a performance training environment.
- Good time management as well as interpersonal and communication skills are essential

D. Environmental Conditions
- Frequent lifting of light to heavy equipment
- Common muscle strains and sprains associated with exercise and activity
- Possible exposure to loud music
- Possible exposure to potentially hazardous chemicals

E. Training
- Must complete strength & conditioning coaching orientation prior to working with Sport Clubs athletes/teams
- Must complete mandatory shadow sessions/time period prior to training athletes/teams independently
- In-Service workshops and professional speakers
- Must hold and maintain CPR certification
F. Pay Scale
While coaching sessions, S&C Coach for Sport Clubs will be paid following the Rec Sports Supplemental Pay Scale and will start at $20 per training session. S&C Coach for Sport Clubs will be paid for the actual session(s) performed with the athletes/teams. Coaches are expected to arrive on time and finish within the time allotted. The department will not compensate any extra time past the scheduled training time period. During shadow sessions, in-services, orientations, and the like Coaches will be paid at their existing student wage rate for Strength & Conditioning duties or placed on the wage scale at pay scale D in accordance with the Department of Recreational Sports part-time worker pay scale.

G. Learning Outcomes
1) Develop programming methodologies for small to medium groups of athletes which address both team and individual needs and wants
2) Communicate and demonstrate exercise technique/modifications effectively with athletes of varying abilities, learning styles, and linguistic capabilities in a fast-paced, irregular environment
3) Quickly adapt and improvise exercise programs in response to various athlete changes, technical proficiency, environment changes, and motivation levels
SPORT CLUBS STUDENT PROGRAM ASSISTANT

A. General Statement of Duties
Provide support to the daily operations of the Texas A&M Sport Club Program and provide input for the improvement of sport club policies and procedures.

B. Typical Responsibilities
• Provide customer service to Sport Club Officers, participants, and patrons
• Data entry and database management of required sport clubs paperwork
• Maintain the Sport Clubs Membership Management Application
• Enforce all University, Departmental and program policies and procedures
• Provide assistance to Sport Club Supervisors, such as, scheduling shifts
• Assist with inventory management of Sport Club Equipment
• Monitor short-term equipment check-out
• Contribute to the hiring and training of Sport Club Supervisors
• Assist with the coordination of Special Events
• Maintain Sport Clubs Home and Travel Schedule
• Assist in presentations and trainings for Sport Club Officers
• Develop and maintain good relationships with Sport Club Officers
• Record all Sport Club results
• Other duties as assigned

Sport Club Office Hours between 10-20 hours per week, between the hours of 9am-5pm.
Possible times between 5-9pm for Sport Club trainings and meetings.

C. Experience and Abilities
• Must be a currently enrolled student at Texas A&M University
• Must meet one of the following
  o 2 semesters of work experience with sport clubs as a supervisor or sport club officer
  o 2 semesters service on the Sport Clubs Executive Committee
• Organization, communication and customer service skills
• Proficiency with computer programs; Microsoft Outlook, Excel, Word, Web Browsers, Google Applications (Calendar, Docs, etc.)
• Familiar with Sport Club program policies and procedures
• Work independently with little guidance

D. Training
• Complete training will be provided by the Sport Club Director
• Required to take the Slow Moving Vehicle (SMV) Training -211256
• Stay update to date on required state training

E. Environmental Conditions
• Outdoor Exposure
• May be required to lift heavy objects

F. Pay Scale
In accordance with departmental policy, Sport Clubs Student Program Assistant will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Apply problem solving skills to interpret & communicate information effectively related to any sport club travel problem (Communication Skills/Critical Thinking/Problem Solving)
2) Articulate and demonstrate Sport Club policies and procedures regarding travel, AORs, and Driver Agreements to Sport Club officers & members in written and oral communication (Job specific skills)
3) Demonstrate the ability to organize and prioritize related to daily tasks (Job specific skills)
Student Worker
Special Event
Position Descriptions
AQUATIC INSTRUCTOR

A. General Statement of Duties
Provide safe and effective instruction to participants enrolled in aquatic programs. Oversee the
development of the participants in their designated program and work with participants to
develop, improve, and refine their swimming ability, safety and/or water rescue skills.

B. Typical Responsibilities
● Responsible for developing and implementing safe instructional information and skills
for the program they instruct.
● Assist participants in the development and improvement of their swimming ability
and/or safety skills.
● Ensure the safety of all participants by teaching or coaching them to their ability and
comfort level in the water.
● Educate program participants about the importance of water safety and teach them safe
water practices.
● Be available before and after class to answer questions from participants.
● Complete all course records in a timely manner.
● Assist in general maintenance and upkeep by putting away equipment at the end of class
session.
● Other duties as assigned by the Aquatics Professional Staff.
● Attend paid staff, Departmental, or University employee training meetings as necessary

C. Experience and Abilities
● No certification necessary to teach learn-to-swim class
● American Red Cross Water Safety Instructor preferred to teach learn to swim (receives higher
wage rate)
● American Red Cross Lifeguard Instructor certification required to teach lifeguard certification
courses
● Instructors teaching Learn-to-Swim must teach one adult session, youth session, and private
session each semester
● Instructors teaching Lifeguard Certification Courses must teach one Lifeguard Certification,
Lifeguard Certification Renewal, CPR/First Aid or Safety Training for Swim Coaches each
semester

D. Training
● Complete all Texas State Employee trainings

E. Environmental Conditions
● All staff are subject to occasional accident hazards in and around the swimming pool
● Staff may be asked to occasionally perform maintenance dealing with hazardous materials
● Any employee exposed to hazardous materials will be educated as to the proper handling and
emergency procedures for each of the items

F. Pay Scale
In accordance with departmental policy, Aquatic Instructors will be paid a rate of $14/hour to
teach learn to swim with no certification and a rate of $17/hour to teach classes if they hold
American Red Cross Water Safety Instructor or Lifeguard Instructor certification.

G. Learning Outcomes
1) Maintain and manage a variety of different tools and resources
2) Demonstrate a mastery of public speaking skills
3) Listen actively and critically
AQUATIC SUPERVISOR

A. General Statement of Duties

Under the supervision of the Aquatics Professional Staff, assist in the daily operation, supervision, and management of the Aquatic Facilities and staff. The Aquatics Supervisor will serve as a direct link of communication between Aquatics Professional Staff and all aquatic student staff members. The Aquatics Supervisor will enforce safety regulations for the protection of pool patrons; make suggestions for new regulations; assist with staff training, programs, cleaning and maintenance, events, operations, as well as perform other duties as assigned by the Aquatics Professional Staff.

B. Typical Responsibilities

- Assist with the recruitment, hiring, training, supervision, scheduling, evaluating, discipline, and auditing of all aquatics student staff.
- Ensure that all swimming pools and related areas are operating above the minimum standard set forth by local, state and/or national agencies. Assist with pool chemical checks, water balance, storage rooms, and basic pump room operations as needed.
- Ensure that all aquatic personnel are properly informed and prepared to implement the established emergency action plans. Act accordingly in an emergency situation and provide the leadership needed for the aquatics staff.
- Ensure the safety of patrons and co-workers by maintaining a thorough understanding of building policies and procedures. Ensure that all programs, facilities, and equipment are operating in a safe and efficient manner.
- Assist with the planning, organization, and implementation of various staff development trainings by engaging and leading meetings to include: bi-weekly Aquatics Student Leader Meetings, weekly Aquatics Supervisor meetings, Aquatics In-Service trainings, semester trainings, new hire orientations, and trainings of individuals who were promoted.
- Provide supervisory coverage of daily operations, events, programs, and cleaning and maintenance during periods of critical shortages or high demand weeks such as university breaks, event weekends, and programs. Role may include working as an Aquatic Worker I, Instructor, Lifeguard, Head Lifeguard, Event Lead, or as a representative for Aquatic Professional Staff.
- Serve as a representative for professional staff during all aquatic events, programs, and operations, which will include mornings, evenings, weekends, and university breaks and holidays.
- Assist with administrative reports, paperwork, trackers, and rosters in all aquatic areas.
- Assist with planning semester and yearly programming, and take lead on a specific program.
- Perform other duties as assigned in the aquatics area.

C. Experience and Abilities

- Must be a current staff member in good standing within the department, and must maintain a GPA of 2.75
- Current certification or ability to receive certification as an American Red Cross Lifeguard
- Current certification as American Red Cross Lifeguard Instructor, and Water Safety Instructor, or ability to obtain certifications within 1 semester of promotion
- Must pass screening tests of basic lifeguarding skills and knowledge throughout the year
- Be a member of the Head Lifeguard staff or the Event Lead staff for a minimum of 1 semester, or two years of experience managing aquatics programs, events, training/supervising aquatics staff, and chemical and mechanical operations, or a minimum of 1 year experience working at Texas A&M Department of Recreational Sports Aquatics area
- Ability to maintain a minimum of 15 – 20 hours per week working in a variety of roles to include: operations, events, programs, cleaning and maintenance, and office hours
D. Training
- Attend and lead bi-weekly Aquatics student leader meetings and trainings, and complete in-service skill practice. Lead a total of four (4) hours of in-service training required per month, with ability to lead Aquatic Worker I & Event Lead in-service training on a rotating basis
- Texas State Trainings as required
- Completion of Aquatics Leader Academy or complete next Academy after promotion
- Annually attend Department of Recreational Sports Student Leadership Training
- Hazardous Materials Training
- Kognito At-Risk Training through Counseling and Psychological Services
- Chemical Testing (DPD and Palin Test Kit)

E. Environmental Conditions
- All aquatic employees are subject to occasional accident hazards in and around the swimming pool
- Will perform maintenance dealing with hazardous materials on a daily basis
- Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
- Lifting up to 50 pounds to waist level

F. Pay Scale
In accordance with departmental policy, the Aquatics Supervisor will start at a rate of $13/hour.

G. Learning Outcomes
1) Use interpersonal skills to coach and develop others
2) Demonstrate the ability to organize, prioritize, and delegate work
3) Evaluate, analyze, and integrate information from a variety of sources
BANQUET & EVENT ATTENDANT

A. General Statement of Duties
The Banquet & Event Attendant assists in the preparation of the venue for special events and banquets in the Student Recreation Center.

B. Typical Responsibilities
• Setup or takedown of tables and chairs for banquets or lecture style events.
• Setup or takedown audio and visual equipment (sound system, microphone, LCD projector, etc.)
• Set up or takedown portable staging and other necessary equipment for the event.
• Assist with laundry detail when requested.
• Return room to its original condition by dumping trash and delivering forgotten items to the Member Services Desk.

C. Experience and Abilities
• Must be a currently enrolled student in a college, public school, or technical school.
• Previous experience in the customer service field preferred.
• Experience with audio and visual experience preferred.

D. Training
• Job training provided by the Department of Recreational Sports Staff. Training will include table and chair setup, a/v equipment overview, storage sites, and risk management concerns.

E. Environmental Conditions
• Physical requirements include bending, lifting and moving equipment up to 40 pounds.

F. Pay Scale
In accordance with departmental policy, the Banquet & Event Services Associate will start at a rate of $11.25/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management. Must be willing to learning all aspects of the job in order to achieve the goals set forth by the client.

1) Will be able to demonstrate that they can read and implement a room layout
2) Will be able to locate need equipment for an event from the various storage rooms
3) Will be able to properly and safely setup stages, tables and chairs
BANQUET & EVENT ASSOCIATE

A. General Statement of Duties
   The Banquet & Event Associate will provide onsite supervision for banquet and special events in
   the rooms at the Student Recreation Center.

B. Typical Responsibilities
   • Provide excellent customer services to the organizers and guests that are utilizing the venue.
   • Work closely with vendors (caterers, DJ’s, bands, decorators, etc.) to ensure proper setup and
     cleanup of the venue.
   • Monitor the safety of the guests and take appropriate action to maintain a safe environment.
   • Monitor the use of the audio and visual equipment owned by the Department of Recreational
     Sports
   • Add or reset equipment to meet the expectations of the client.
   • Report any changes to the original setup to the immediate supervisor.
   • Report any incidents or equipment malfunctions to the immediate supervisor.
   • Setup or takedown of tables and chairs for banquets or lecture style event.
   • Dump the trash and clean tables.

C. Experience and Abilities
   • Must have completed training as a Banquet & Event Attendant and have worked a minimum
     of 6 setups or takedowns and shadowed an on-site supervisor at a minimum of 4 events.
   • Must have shown competency on the use of the audio and visual equipment owned by the
     Department of Recreational Sports.
   • Must be a currently enrolled student in a college, public school, or technical school.

D. Training
   • Job training provided by the Department of Recreational Sports Staff. Must have completed
     training as a Banquet & Event Attendant

E. Environmental Conditions
   • Physical requirements include bending, lifting and moving equipment up to 40 pounds.

F. Pay Scale
   In accordance with departmental policy, the Banquet & Event Associate will start at a rate of
   $13.25/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   Build collaborative relationships with colleagues and customers representing diverse cultures,
   races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a
   team structure, and can negotiate and manage conflict.
   1) Will demonstrate the setup of AV equipment, to include both PC and Mac computers
   2) Will demonstrate quality customer service by greeting the clients upon their arrival and
      verifying the room setup meets their specific needs.
   3) Will greet the vendors (food/décor/beverage providers) and assist with deliveries to the
      reserved space.
A. General Statement of Duties
The Banquet & Event Supervisor will provide key leadership and supervision of staff at events. They will assign B&E Associates and Attendants duties so that workload is handled efficiently and will assist in the hiring and training of staff assigned to the Banquet and Event Services area.

B. Typical Responsibilities
• Lead on conference/multi-room events. Will direct the customer service representatives/assistants to rooms/areas that need help.
• Monitor the area for risk management concerns.
• Mentor all part-time staff and oversee a management team.
• Test employees on equipment/setups/storage.
• Provide recommendations for promotions.
• Shadow new supervisor throughout an event(s) and offer constructive reviews of their interaction with customers.
• Assist will all training opportunities.
• Assist with interviews for Banquet and Event Attendants.
• Be willing/able to lead by example and will do all tasks that are assigned to all workers.
• Assist with the scheduling of staff for events.

C. Experience and Abilities
• Must have completed training as a Banquet & Event Associate and have worked a minimum of six months.
• Must have shown competency handling difficult situations in a positive manner and/or received positive reviews from the client.
• Must be a currently enrolled student in a college, public school, or technical school.

D. Training
• Job training provided by the Department of Recreational Sports Staff. Must have completed training as a Banquet & Event Associate.

E. Environmental Conditions
• Physical requirements include bending, lifting and moving equipment up to 40 pounds.

F. Pay Scale
In accordance with departmental policy, the Banquet & Event Supervisor will start at a rate of $14/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
1) Will demonstrate knowledge of the area by assisting with interview questions for new staff and serving on the interview teams.
2) Will provide verbal and written feedback on Attendants and Associates for promotions and merit raises.
3) Will provide input into the agenda for required staff meetings and will present on topics of personal knowledge.
FACILITY SUP TRAINER

A. General Statement of Duties
The Facility Supervisor Trainer will hold primary responsibilities in the training of new Facility Supervisors. During a training shift, each Facilities Supervisor Trainer will be paired with a new Facility Supervisor. The Facilities Supervisor Trainer will serve as the lead staff member during the training shift in educating the new Facility Supervisor on their role and responsibilities with regards to the daily operations and supervision of the facilities which includes, but is not limited to personnel management, security, risk management and cash handling. The Facilities Supervisor Trainer will also be responsible for leading new Facility Supervisors through a facility walkthrough at the Rec Center, PEAP Building, Penberthy Rec Sports Complex, and other Rec Sports facilities.

B. Typical Responsibilities
- Serve as the lead Facility Supervisor during a training shift
- Educate new Facility Supervisors on their role and responsibilities during shadow shifts including completing the shadow shift checklist
- Facilitate facility walkthrough training with new Facilities Supervisors at ALL Rec Sports facilities
- Attend Biweekly discussions
- Coordinate and organize Lost & found items to be taken to the Memorial Student Center
- Serve as lead staff for locker clearings
- Serve as lead staff for all nighters
- Assist with other duties as assigned

C. Experience and Abilities
- Must currently hold the role of a Facility Supervisor and have served in this role for a minimum of one semester or 4 months
- Must demonstrate a high level of understanding of current role and responsibilities
- Completed application and interview are required to be considered for this position
- Current certification in CPR and First Aid required
- Must be a currently enrolled student

D. Training
- Occasionally will be required to be outside in the elements during parts of shift
- Satisfactorily complete staff training provided by Rec Sports facility staff

E. Environmental Conditions
- Will be required to be outside in the elements during parts of shift
- Occasional bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required
- Utilization of tools including, but not limited to screwdrivers and drills

F. Pay Scale
In accordance with departmental policy, the Facilities Supervisor Trainer will be paid $14/hour. This position is not eligible for a merit raise.

G. Learning Outcomes
1) Improve the facility staff by updating and reviewing new and current policies and procedures for staff
2) Expand their leadership role and impact through leadership opportunities and biweekly discussions.
3) Initiate and utilize risk management skills through the management of the Lost and Found items as well as Locker Clearing.
A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff, assist in the daily operation and management of the Aquatic Facilities and management of the head guard and lifeguard staff. The Graduate Student Technician Aquatics will enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; implement staff training, and perform other duties as assigned by the Aquatics Professional Staff.

B. Typical Responsibilities
• Supervise 4 pool managers in the day to day operation.
• Hire, train, schedule, discipline, and evaluate all student personnel.
• Develop student staff leadership skills through orientations, in-services, mentoring and one on one discussion.
• Coordinate cleaning schedules of the aquatics area.
• Edit and update manuals and assist with risk management procedures.
• Assist with the learn to swim program.
• Assist with the preparation, set-up, operation, and take down of all aquatic events.
• Serve on departmental, divisional, and university committees.
• Attend scheduled Rec Sports professional staff meetings, departmental committee meetings, and other meetings requested.
• Participate in other opportunities available through interaction with a comprehensive recreational sports program through professional development at state, regional, and national levels as well as presenting at professional conferences or workshops when selected.
• Assist with other duties as assigned.

C. Experience and Abilities
• Bachelor’s Degree
• Experience with college students and programs in an aquatic environment and facility
• Strong leadership and organizational skills
• Adaptably and flexibility in a dynamic and challenging atmosphere.
• Strong computer skills.

D. Training
• Currently certified in Lifeguarding/First Aid/CPR/AED (American Red Cross or Equivalent) and experience working as a lifeguard (required).
• Lifeguard Instructor, Water Safety Instructor and/or CPO or equivalent (preferred).
• Stay up to date on required state training.

E. Environmental Conditions
• All aquatic employees are subject to occasional accident hazards in and around the swimming pool
• Will perform maintenance dealing with hazardous materials on a daily basis
• Lifting up to 50lbs to waist level
• Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
• Must be available to work evening and weekend hours

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician - Aquatics position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Use interpersonal skills to coach and develop others
2) Identify professional development opportunities that will enhance professional growth
3) Demonstrates ability to interact respectfully with all people
A. General Statement of Duties
Assist the Associate Director for Banquet and Event Services in the daily operation and management of reserved banquet/social/teambuilding/conference events and assist in student employee training. The Graduate Student Technician – Banquet and Event Services will Enforce written policies regarding events in rooms; make suggestions for new or updated rules; implement staff training, and perform other duties as assigned by your supervisor.

B. Typical Responsibilities
• Work with student groups who have reserved events in the rooms at the Student Recreation Center.
• Hire, train, schedule, and evaluate student personnel.
• Develop student leadership skills through orientations, in-services, mentoring and one on one discussion. Make recommendations for guest speakers at the monthly in-service meetings.
• Edit and update manuals and assist with risk management procedures.
• Meet with student staff on an individual basis to determine areas where they excel and areas that need additional training.
• Serve on departmental, divisional, and university committees.
• Participate in other opportunities available through interaction with a comprehensive recreational sports program.
• Assist with other duties as assigned.

C. Experience and Abilities
• Bachelor’s Degree
• Experience working with groups in a banquet/social setting.
• Audio/Visual skills setting up computers to ceiling mounted projectors.
• Strong leadership and organizational skills.
• Adaptably and flexibility in a dynamic and challenging atmosphere.
• Strong communication skills.

D. Training
• Audio/Visual skills are required. Training on specific equipment utilized at the Student Recreation will be provided.
• Familiar with an on-line event management system, such as All-Seated.
• Familiar with When to Work on-line scheduling system.
• Stay up to date on State required trainings.

E. Environmental Conditions
• Must be able to lift 40 pounds.
• Must be able to navigate through a very large building, with event locations spread far apart.
• Must be available to work early morning, late evening and weekend hours.

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician – Banquet & Event Services position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Use interpersonal skills to mentor and develop others.
2) Demonstrate supervisory and leadership skills, including recruiting, hiring, training, scheduling, and evaluating student staff.
3) Identify professional development opportunities that will enhance professional growth
4) Demonstrates ability to interact respectfully with all people.
5) Demonstrate mastery of problem solving skills to effectively manage difficult situations, especially in a fast-paced office setting. (Critical thinking/problem solving skills)
A. General Statement of Duties
Assist the Facility Staff with the management and operations of the Student Rec Center and other facilities proctored by the Department of Recreational Sports.

B. Typical Responsibilities
- Hiring, training, scheduling, evaluating and supervision of approximately 25 Lead Equipment Attendants
- Assisting with the management of the Equipment Etc. service desk including equipment inventory and the ordering and restocking of check-out, rental and retail equipment
- Maintaining, editing and creating of information presented on the facilities staff Google site
- Assist with the oversight of the facilities staff points system and team incentive program
- Planning and facilitating monthly in-service trainings and presentations
- Assisting with the management of the South Entrance Member Services desk including supervision of Member Services staff members and development and facilitation of trainings
- Assisting with the hiring process for Facility Attendants
- Assisting with the coordination and operation of special events
- Facilitating meetings with patrons regarding facility misconduct
- Continuing development and innovation of facilities area through Fusion and other software
- Serve on departmental and university committees; NIRSA involvement encouraged
- Assist with other duties as assigned

C. Experience and Abilities
- Bachelor’s Degree
- Experience working with college students and programs in recreational sports setting

D. Training
- CPR/AED and First Aid certifications preferred
- Experience working with Google and Fusion preferred
- Complete training will be provided by the Facility Staff
- Stay update to date on required state training

E. Environmental Conditions
- Weekend and evening hours will be required
- Outdoor Exposure
- May be required to lift heavy objects

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician – Facilities position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Develop, recruit and train all levels of student staff
2) Gain an increased level of understanding of facility staff, operations and procedures
3) Understand and communicate a comprehensive operating budget
A. General Statement of Duties
Assist the Fitness & Wellness Professional Staff, with the management and operations of the Fitness & Wellness program for the Department of Recreational Sports.

B. Typical Responsibilities
- Directly responsible for coordinating semester long Specialty Bootcamps (hiring, scheduling, evaluating, online enrollment, and marketing)
- Directly responsible for coordinating current fitness programs (i.e. Fitness Outreach, Group RecXercise incentive programs, Spring Dance Party, and other Fitness events held at the Rec)
- Teach at least 3 classes per week (can be group fitness or specialty)
- Assist in the growth and expansion of the Fitness & Wellness program area, specifically with two new satellite facilities coming online in upcoming years
- Assist the Fitness & Wellness Coordinator in new Wellness initiatives and programming,
- Help to develop and implement new revenue generating programs for Rec Sports
- Emergency class substitutions when no other instructors are available
- Assist in planning, coordinating, marketing, hiring, training, supervising, scheduling, and evaluating Group Fitness staff of 40-50 instructors, with up to 100 group exercise classes each week and special fitness events held throughout the year
- Reviews risk management policies and procedures of fitness area
- Assist in budget management
- Serve on departmental, divisional, and university committees
- Participate in other opportunities available through interaction with a comprehensive recreational sports program
- Assist with other duties as assigned

C. Experience and Abilities
- Bachelor’s Degree
- One year of group fitness experience
- Group fitness/recreational sports leadership experience (preferred)
- Wellness programming experience (preferred)

D. Training
- Must hold at least one current certification from a nationally accredited certification organization in Group Fitness (i.e. ACE, AFAA, ACSM, NASM)
- Additional specialized training such as; Cycling, Yoga, Pilates, Dance Fitness, Barre, Boxing, Bootcamp etc. (preferred)
- Complete training will be provided by the Fitness & Wellness Staff
- Stay update to date on required state training

E. Environmental Conditions
- Weekend and evening hours will be required
- Common muscle strains and sprains associated with exercise and activity
- Exposure to loud music

F. Pay Scale
In accordance with departmental policy, the Grad Student Tech – Fitness & Wellness position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Demonstrate supervisory and leadership skills, including recruiting, hiring, training, scheduling, and evaluating part time staff.
2) Demonstrate mastery of problem solving skills to effectively manage difficult situations, especially in a fast-paced work environment.
3) Develop and understand a comprehensive fitness and wellness program, including budgeting and student development.
GRAD STUDENT TECH – HUMAN RESOURCES

A. General Statement of Duties
Assist the Human Resources team in the oversight and development of all student staff, and management and operations of Rec Sports Human Resources unit.

B. Typical Responsibilities
• Hire, train, schedule, evaluate and supervise approximately 2-4 student staff.
• Maintain, edit and create student worker files for all units in Recreational Sports.
• Perform I-9 processes (Employment Eligibility Verification) for incoming new hires in compliance with USCIS. (U.S. Citizenship and Immigration Services)
• Provide administrative and payroll support to daily operations of Recreational Sports with less guidance and supervision.
• Gather information for reports and prepare various detailed reports on periodic basis using Microsoft Excel and Microsoft Word.
• Aide in the hiring process for future Human Resource/Payroll student assistants.
• Coordinate logistics and administrative support for Student Advisory and Participant Advisory committees
• Identify and coordinate developmental opportunities for HR student staff.
• Assist with taking minutes for Recreational Sports staff meetings.
• Assist with termination, pay increases, dual employment, add jobs and title changes in Workday.
• Assist with Payroll processing and payroll reports.
• Send out Payroll calendar reminders.
• Serve on departmental, divisional, and university committees.
• Participate in other opportunities available through interaction with a comprehensive recreational sports program.
• Assist with other duties as assigned.

C. Experience and Abilities
• Bachelor’s Degree
• Experience with clerical and office settings
• Knowledge in Workday (preferred)
• Computer skills in Microsoft Excel, Microsoft Word and ability to learn new software applications when required.

D. Training
• Complete training will be provided by Rec Sports Human Resources staff.
• Stay up-to date on required state training

E. Environmental Conditions
• Graduate Student Technician – Human Resources will generally work indoors within the Student Recreation Center. Some outdoor events are required.
• Weekend and evening hours may be required

F. Pay Scale
In accordance with departmental policy, the Grad Student Tech – Human Resources position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Develop, recruit and train all levels of undergraduate student staff.
2) Communicate professionally with full time staff and incoming student hires.
3) Identify professional development opportunities that will enhance professional growth for Student employees in Human Resource unit.
A. General Statement of Duties
Assist the Intramural Sports Professional Staff in the daily coordination and management of a comprehensive Intramural Sports program for the Department of Recreational Sports.

B. Typical Responsibilities
- Oversee the administration of assigned intramural sports, including planning, registration, payment processes, scheduling, and evaluating
- Assist the program with recruitment, hiring and onboarding, training, scheduling, supervision, and evaluation student employees
- Support and encourage the concept of student leadership and development
- Develop and lead supervisor trainings and in-services
- Assist with disciplinary meetings/hearings
- Conduct equipment inventory and assist in yearly purchasing
- Assist with marketing and outreach and lead the program’s social media teams
- Assist with risk management efforts and ensure facilities are suitable for play
- Ensure consistent and dynamic programming is provided each semester
- Assist with the daily operation of the Intramural Office including supervision of an office assistant and student coordinators
- Provide outstanding customer service and address needs of student participants in a timely manner
- Serve on departmental, divisional, and university committees
- Participate in other opportunities available through interaction with a comprehensive recreational sports program
- Assist with other duties as assigned

C. Experience and Abilities
- Bachelor’s degree
- Experience working with college students and programs in recreational sports setting
- Experience officiating sports

D. Training
- Complete training will be provided by the Intramural Sports staff
- Required to take the Slow Moving Vehicle (SMV) Training -211256
- Stay up to date on required state trainings

E. Environmental Conditions
- Weekend and evening hours will be required
- Outdoor Exposure
- May be required to lift heavy objects

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician – IM Sports position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes:
1) Demonstrate a comprehensive understanding of teamwork and collaboration, in particular in an office and professional setting. (Social competency/teamwork skills)
2) Demonstrate advanced supervisory and leadership skills, with a particular high competency in the area of student development. (Job specific skills)
3) Demonstrate mastery of problem solving skills to effectively manage difficult situations, especially in a fast-paced office setting. (Critical thinking/problem solving skills)
A. General Statement of Duties
Assist the Marketing & Communications team in the oversight and development of all student staff, and the management of sponsorship, social media, market research, and benchmarking for the Department of Recreational Sports.

B. Typical Responsibilities

Sponsorship, Events, and Outreach
- Assist with the Rec Sports sponsorship program, including procurement of sponsors, relationship management, revenue tracking, execution of deliverables, and fulfillment reporting using a Customer Relationship Management Software.
- Assist with the preparation, set-up, operation, take down, and evaluation of the Rec-A-Palooza event; lead one of the event sub-committees and help ensure event runs smoothly.
- Participate in outreach efforts including on and off campus events and tabling. (i.e. Fish Camp, T-Camp, New Student Orientations)

Leadership
- Create social media contests and assist with the management of Rec Sports’ presence on various social media platforms, including (but not limited to) Facebook, Twitter, LinkedIn, Pinterest, and YouTube, using management tools such as HootSuite.
- Coordinate Student Liaison efforts with program areas, including scheduling meetings, answering questions, and increasing communications with programs.
- Assist with hiring and training of undergraduate student staff as schedule allows.

Evaluation and Benchmarking
- Evaluate marketing initiatives, social media engagement, and website usage utilizing various analytics and tools.
- Conduct benchmarking and market research to assist with Rec Sports marketing and communications planning and goals.

Other
- Serve on departmental, divisional, and university committees.
- Participate in other opportunities available through interaction with a comprehensive recreational sports program
- Assist with other duties as assigned

C. Experience and Abilities
- Bachelor’s Degree
- Possess experience leading and training college students, facilitating meetings, and making presentations.
- PC/Mac computer knowledge of Google, Microsoft Office, Outlook, and Adobe Acrobat; demonstrated ability to learn new software.
- Knowledge and interest in benchmarking and market research.
- Preferred, but not required, program PC/Mac computer knowledge of the Adobe Suite (ex. Photoshop, Illustrator, InDesign, and Premiere Pro), project management software (ex. Ravetree), CRM tool (ex. MailChimp, EMMA, Salesforce), FourWinds interactive and Camtasia

D. Training
- Complete training provided by Rec Sports Marketing & Communications Staff. No certifications are required for this position.
- Stay up to date on required state training

E. Environmental Conditions
- Graduate Assistant – Marketing & Communications will generally work indoors within the Student Recreation Center. Some outdoor events are required.
F. Pay Scale
In accordance with departmental policy, the Graduate Student Tech – Marketing & Communications position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Use knowledge and experience to provide on-the-job training and assistance to undergraduate marketing and communications student employees.
2) Communicate professionally with sponsors via telephone and in person and/or write and send professional business communications to assist in the generation of sponsorship income.
3) Lead Rec-A-Palooza sub-committees to coordinate efforts and help ensure event runs smoothly.
A. General Statement of Duties
Assist the Outdoor Adventures Professional Staff with the management and operations of the Texas A&M Department of Recreational Sports Outdoor Adventure program.

B. Typical Responsibilities
General Outdoor Adventures Program:
• Assist in hiring, training, scheduling, disciplining and evaluating student personnel
• Assist with program development, record keeping and management of OA files and forms
• Create and help lead staff meetings and in-service trainings
• Edit and update manuals and assist with risk management procedures
• Contribute to marketing and outreach efforts to promote the outdoor adventures program
• Serve on departmental, divisional, and university committees
• Participate in other opportunities available through interaction with a comprehensive recreational sports program
• Assist with other duties as assigned

Indoor Climbing Facility:
• Assist in risk management at the ICF
• Assist in coordinating route setting at the ICF
• Helps conduct monthly inventory and inspections at the ICF

Adventure Trip Program/Outdoor Orientation Program:
• Assist in field based program oversight
• Lead outdoor trips and programs as necessary
• Assist in designing and implementing Outdoor Leader Training program

Outdoor Rental Center
• Help maintain accurate and working inventory, including purchasing new and replacement equipment, repairing damaged equipment, and recovering lost equipment
• Assist in coordinating work tasks for staff at the Rental Center

C. Experience and Abilities
• Bachelor’s Degree
• Possess extensive leadership and programming experience in two or more of the following: outdoor rock climbing, indoor rock climbing, whitewater canoeing or kayaking, backpacking, or surfing.
• Possess a valid Driver’s License with a clean driving record
• Experience working in a university outdoor adventure program including gear rental, climbing facility, and trip programs

D. Training
• Currently certified in Wilderness First Aid (WMA, WMI, WMTC, SOLO, or Equivalent) and experience working in an Outdoor Recreation program (required)
• AMGA or PCIA Climbing Wall Instructor Certified, Wilderness First Responder Certified, ACA Canoe or Kayak Level II Instructor Certified, ACCT Level I or II Certified, AMGA Single Pitch Instructor (preferred).
• Complete training will be provided by the Outdoor Adventures Staff
• Stay up to date on required state training

E. Environmental Conditions
• Weekend and evening hours will be required
• Outdoor Exposure
• May be required to lift heavy objects

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician – Outdoor Adventures position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.
G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the outcomes.
1) Will demonstrate professionalism through timeliness and punctuality to both work and meetings.
2) Will demonstrate critical thinking through designing, delivering and evaluating trainings and in-services to Outdoor Adventures student employees.
3) Will demonstrate communication skills through teaching the Climbing Wall Instructor classes for Outdoor Adventures.
GRAD STUDENT TECH – SPORT CLUBS

A. General Statement of Duties
Assist the Sport Clubs Professional Staff in the daily coordination and management of a comprehensive Sport Club program for the Department of Recreational Sports.

B. Typical Responsibilities
• Assist in directing the general administration of assigned sport clubs activities
• Advise and assist in the planning and supervising of home events and sport clubs travel plans
• Advise sport clubs leaders in all budgetary aspects, including planning, purchases, allocations, and fundraising efforts
• Monitor competitions, gatherings and clinics to ensure adherence to University policies and procedures
• Hire, train, supervise, schedule and evaluate approximately 8-10 Sport Clubs Supervisors
• Work with the Sport Clubs Association Executive Committee on planning and administering monthly club liaison meetings
• Support and promote the concepts of customer service and student development
• Advise and supervise assigned clubs with all day to day operations, risk management, travel, budget concerns, event planning
• Liaison for hosted youth tournaments
• Assist with training of new presidents, treasurers, and safety officers
• Assist with allocation process for sport clubs association
• Assist with securing vehicles for clubs traveling
• Create and implementing end of year event and awards program
• Create and track disciplinary actions, infractions, etc.
• Assist with creating and maintaining the marketing plan and promotions of the Sport Clubs Association
• Serve on departmental, divisional, and university committees
• Participate in other opportunities available through interaction with a comprehensive recreational sports program
• Assist with other duties as assigned

C. Experience and Abilities
• Bachelor’s Degree
• Experience working with college students and programs in recreational sports setting

D. Training
• Complete training will be provided by the Sport Clubs Staff
• Stay update to date on required state training

E. Environmental Conditions
• Weekend and evening hours will be required
• Outdoor Exposure
• May be required to lift heavy objects

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician – Sport Clubs position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.

G. Learning Outcomes
1) Articulate and demonstrate knowledge of a comprehensive Sport Clubs program in advising and training student leaders (job specific skills/communication)
2) Demonstrate application of best risk management practices for hosting Sport Club events (job specific skills)
3) Demonstrate the ability to work collaboratively with in a diverse group setting within the Department and Sport Clubs Executive Committee (Social Competency/teamwork skills)
A. General Statement of Duties
Assist the Strength & Conditioning Professional Staff in the management of the personal training program and overall operations of the strength & conditioning room/strength and conditioning areas.

B. Typical Responsibilities
• Assist in the hiring, training, and supervision of the strength & conditioning room staff
• Assist with the coordination of the personal and small group training program which will include, but is not limited to: hiring, training, and supervising
• Aid in client acquisition, assigning personal trainers to clientele, and daily management of personal and small group training client database and trainer/client files
• Conduct comprehensive evaluation process for all strength & conditioning room staff, personal trainers, and small group coaches
• Instruct portions of annual personal training certification preparatory course
• Coordination of personal trainer and strength & conditioning room staff in-services and continuing education opportunities (e.g. meetings, workshops, clinics, and conferences)
• Develop and implement new programs for the personal and small group training program and strength & conditioning room in conjunction with area professional staff
• Assist in the scheduling of strength & conditioning room staff
• Serve as the primary liaison with the Marketing and Communications staff to provide social media and digital signage content for the personal and small group training program and strength & conditioning area
• Completing major and minor repairs/upkeep to strength and conditioning equipment
• Assist with strength & conditioning programming and coaching for various Sport Club teams.
• Take-on strength & conditioning room Head Attendant and Attendant role when necessary
• Participation in Fitness Outreach Services, which are off site educational presentations and workshops
• Support and encourage the concept of student leadership and development
• Serve on departmental, divisional, and university committees
• Participate in other opportunities available through interaction with a comprehensive recreational sports program
• Assist with other duties as assigned

C. Experience and Abilities
• Bachelor’s Degree
• Experience working with college students and programs in recreational sports setting
• Knowledge and interest in recreational facility operations, along with resistance training and cardiovascular equipment upkeep and maintenance.
• Personal training experience and/or weight room/strength and conditioning room supervisory experience.

D. Training
• Must hold at least one current certification from a nationally accredited certification organization: NSCA-CSCS, NSCA-CPT, ACE-CPT, NASM-CPT, ACSM-CPT, or ACSM-HFI
• Satisfactory completion of Head Strength & Conditioning in-service training session(s).
• Attendance at periodic staff in-services, workshops, and the like.
• Additional training will be provided by the Strength & Conditioning Staff
• Stay up to date on required state training

E. Environmental Conditions
• Frequent lifting and moving of heavy equipment.
• Utilization of tools including, but not limited to wrenches, screwdrivers, and socket sets.
• Frequent exposure to potentially hazardous commercial cleaning products.

F. Pay Scale
In accordance with departmental policy, the Graduate Student Technician – Strength & Conditioning position will start at $15.60/hour and be eligible for merit increase in 2nd year of Graduate School.
G. Learning Outcomes
1) Display advanced management of student and part-time employees including hiring, training, scheduling, and evaluation
2) Critically analyze and adapt protocols, procedures, and priorities in response to changing departmental and area demands
3) Identify emerging topics and methodologies in strength & conditioning, personal training, and small group training and disseminate to staff when appropriate
IM SPORTS EVENT OFFICIAL

A. General Statement of Duties
An IM Sports Event Official is an experienced intramural employee responsible for proper game administration of intramural contests according to the rules, policies, and procedures for each sport. This position will work special events requested by groups that do not normally fall within the scheduled intramural sports season.

K. Typical Responsibilities
- Enforcement of appropriate rules and policies
- Inventory of equipment
- Evaluation of self and co-officials
- Evaluation of playing fields
- Provide leadership during Intramural play
- Practice outstanding customer service and answer customer questions and concerns

C. Experience and Abilities
- One semester experience officiating intramural contests (preferred)
- Ability to work in a calm manner with participants while communicating and enforcing the rules of the sport
- Knowledge of the rules of the sport (preferred)
- Ability to make split second decisions during game situations
- Must be a currently enrolled student

D. Training
- Completion of the officials training program consisting of classroom sessions, on-court clinics, a written exam, and scrimmage (practice) games
- On-going training provided by the staff supervisor

E. Environmental Conditions
- Will be required to stand for an extended amount of time
- Will be required to be outside in the elements for some shifts
- Occasional lifting of items up to 50 lbs.

F. Pay Scale
In accordance with departmental policy, an IM Sports Event Official will be paid at a rate of $16/hour. This position is not eligible for a merit raise. This is a task worker position and students will only use this paycode when performing these job duties.

G. Learning Outcomes:
1) Apply problem solving skills to effectively manage difficult situations and to mitigate conflict. (Job specific skills)
2) Demonstrate an advanced understanding of teamwork and collaboration and how to work with one another to achieve a common goal. (Social competency/teamwork skills)
3) Effectively communicate to participants and co-officials in a professional setting. (Communication skills)
IM STUDENT COORDINATOR

A. General Statement of Duties
The IM Student Coordinator will be the lead student responsible for the comprehensive administration of their given sport. This person will assist the full time and graduate assistant staff in all aspects of hiring, training, supervising, evaluating and promoting staff for assigned sport(s). This person will be responsible for teaching classroom and field/court clinics to new and returning student officials in their assigned sport(s).

B. Typical Responsibilities
- Assist full time and graduate assistant staff with the hiring components related to the assigned group (either their specific sport or scorekeepers)
- Develop outline for training sessions under the direction of the full time and graduate assistant staff
- Lead student presenter during classroom clinic
- Direct official’s supervisor staff during field/court clinic
- Assist weekly with official’s supervisor meetings and feedback
- Hold 1v1 meetings with officials from assigned sport
- Assist with formal evaluations of officials from assigned sport
- Focus on evaluating all officials in assigned sport
- Average 6 hours per week (combination of office hours and field/court oversight hours) while school is in session
  - Hours may fluctuate; i.e. would work more hours during training or 1v1 meeting weeks, but less hours after the season has finished
  - Expectation is that student would hold regular weekly office hours
- Assist full time and graduate assistant staff with interviews and promotions for new staff
- Assist with other components of assigned sport unrelated to staffing; i.e. IMLeagues, scheduling, purchasing, marketing, assessment, risk management, equipment and inventory, etc.
- Other duties as assigned

C. Experience and Abilities
- Must currently hold the position of IM Sports Site Manager and/or IM Sports Officials Supervisor and have served in this role for a minimum of one semester
- Must currently hold the position of IM Sports Site Manager and/or IM Sports Officials Supervisor and have served in this role for a minimum of two semesters (preferred)
- Must demonstrate a high level of understanding of sport(s) officiated or scored
- Must have demonstrated teaching style and skills in previous semesters of work
- Must be a currently enrolled student

D. Training
- Complete new Sport Coordinator training upon hire
- Attend monthly Sport Coordinator meetings
- Attend semester Sport Coordinator trainings

E. Environmental Conditions
- Will be required to stand for an extended amount of time
- Will be required to be outside in the elements for some shifts
- Occasional lifting of items up to 50 lbs.

F. Pay Scale
In accordance with departmental policy, the IM Sport Coordinator will be paid $14/hour. This position is not eligible for a merit raise. This is a task worker position and students in this position will only use this paycode when performing these job duties.
G. Learning Outcomes:

1.) Demonstrate mastery of various approaches and techniques to coach and develop student officials and scorekeepers. (Job specific skills)

2.) Demonstrate mastery of problem solving skills to effectively manage difficult situations. (Critical thinking/problem solving skills)

3.) Show capacity to organize, prioritize, and delegate work, while also demonstrating the ability to clearly articulate thoughts in both written and oral form. (Communication skills and teamwork/social competency skills)
MARCOMM REP  
(Fish Camp or Transfer Camp)  

A. General Statement of Duties  
This individual will be responsible for representing the Department of Recreational Sports at Fish Camp and/or Transfer Camp. He/She will be presenting everything that Rec Sports has to offer in a professional and responsible manner to all the Fish Camp/Transfer Camp attendees.  

B. Typical Responsibilities  
• Present informational and promotional content to the Fish Camp/Transfer Camp attendees  
• Distribute promotional materials in a professional manner  
• Market through necessary social media outlets about attending camp  
• Other duties as required  

C. Experience and Abilities  
• Strong sense of responsibility and professionalism  
• Thorough knowledge of all areas within Rec Sports and their current offerings/schedules  
• Preferred proficiency using the Internet, smart phones, and various smart-phone apps  

D. Training  
• Complete training provided by Rec Sports Communications Manager. No certifications are required for this position.  

E. Environmental Conditions  
• The Rec Sports Representative will generally work indoors to present at Fish Camp and/or Transfer Camp. This position will include traveling a minimum of 5 hours in a Rec Sports vehicle to get the individual to and from the camps.  

F. Pay Scale  
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, MarComm Rep will be paid $60 per Fish Camp session or $45 per T-Camp session.  

G. Learning Outcomes  
1) Students will demonstrate their knowledge of the Department of Rec Sports through presenting at Fish Camp and/or T-Camp.  
2) While representing the department, students will demonstrate friendly and responsive service, provide correct information, and articulate thoughts clearly and effectively.  
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.
OA STUDENT COORDINATOR

A. General Statement of Duties
Under the supervision of the Outdoor Adventures Director, Coordinator and/or Graduate Assistant, assist in the daily operation and management of the Outdoor Adventures area and management of the OA and ICF staff. The Outdoor Adventures Student Coordinator will assist in budgeting and record keeping at the ICF and Rental Center; assist in inventory management, make suggestions for new or updated regulations; implement staff training, and perform other duties as assigned by the Outdoor Adventures Director, Coordinator, and/or Graduate Assistant.

B. Typical Responsibilities
- Directly supervise Outdoor Adventures Staff and Instructors in the daily operation of the Outdoor Adventures Climbing Facility and Rental Center and report on superior or deficient work performances.
- Assist the Outdoor Adventures Coordinator and Graduate Assistant in the verification and organization of operation reports and shift reports.
- Under supervision of the Graduate Assistant and Coordinator create and implement in-service trainings and staff meetings.
- Assist Coordinator and Graduate Assistant with the hiring and training of OA staff.
- Assist with inspections, inventory counts and reporting.
- Process PAF’s, invoices, maintain clear and accurate budgetary records related to spending and income levels.
- Assist with setting up and scheduling Private Lessons, custom trips and programs for external customers.
- Create OA monthly schedule for all facilities and programs.

C. Experience and Abilities
- Proficiency speaking and writing fluently in professional English.
- Proficiency with computer programs: Microsoft Outlook, Excel, Word, Web browsers, Point of sale, Inventory management and reservations.
- Utilize written and verbal directions to complete tasks independently.
- Lift and carry heavy and awkward items (up to 50 lbs.) occasionally.
- Belaying and use of basic climbing equipment.
- Familiarity with an array of basic outdoor equipment.
- One semester of experience working at least 10/week with the Department of Recreational Sports Outdoor Adventures area as a Shift Captain.

D. Training
- No certifications are required PRIOR to beginning work.
- Upon hire each staff must complete and maintain the following:
  - Complete job related training required by Texas A&M University and System as well as the Department of Recreational Sports.
  - Complete required online trainings in SSO.
  - Complete Department of Recreational Sports Cash Handling training.
  - Complete orientation and training with Biosafety and Occupational Health Program regarding Bloodborne Pathogens (bohp.tamu.edu).
  - Complete a Texas State Driver Record Check with the Department of Recreational Sports.
  - Complete Online Driver Training with Transportation Services.
- Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director.
- By the end of the first full semester of employment, Staff must complete a nationally recognized climbing wall instructor certification course (Examples are the Professional Climbing Instructors Association-Climbing Wall Instructor (CWI), the Association of Canadian Mountain Guides-Climbing Gym Instructor (CGI), or the American Mountain Guides Association / Climbing Wall Association-Climbing Wall Instructor). Alternately, Staff may present proof of completion of a similar instructor training to demonstrate a continued commitment to employee development.
E. Environmental Conditions
The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, climbing, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Staff will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week.

- Will be subject to climbing to heights of up to 45 feet
- May be exposed to falling and falling objects
- May be required to lift or transport light to heavy equipment items
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall
- May be required to work with various cleaning products in the maintenance of the climbing facility, in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item

F. Pay Scale
In accordance with departmental policy, the Outdoor Adventures Student Coordinator position will start at $13/hour.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the above outcomes.

1) The OA Student Coordinator will demonstrate professionalism through timeliness and punctuality on the job.
2) The OA Student Coordinator will demonstrate communication skills by utilizing phone, email, and person to person channels to communicate competently with peers.
3) The OA Student Coordinator will demonstrate critical thinking skills through working and completing with competency a variety of projects and tasks while at the Indoor Climbing Facility and Rental Center.
4) The OA Student Coordinator will demonstrate the ability to work in teams and in groups overseeing and evaluating the work of their peers at the Indoor Climbing Facility and Rental Center.
OUTDOOR ADVENTURES SPECIAL EVENT STAFF

A. General Statement of Duties
Outdo or Adventures Special Event Staff facilitates Outdoor Adventures programs or facility use in hours outside normal shift times. Staff must ensure safe and appropriate use of equipment and facilities with little to no direct supervision.

B. Typical Responsibilities
• Oversee safety and proper usage of facility and equipment.
• Operate computerized programs: point of sale system, equipment rental, inventory control, course registration, check in /check out.
• Operate University vehicles to transport supplies and equipment.
• Monitor wall and surrounding area in the Indoor Climbing Facility for safety and intervene when necessary.
• Serve as belayer at the ICF.
• Perform pick-offs and rescues as needed at the ICF.
• Teach orientation classes and complete skills checks at ICF.
• Document activities, near-misses, and accidents utilizing appropriate reporting form including shift report and accident reports.
• Perform maintenance and cleaning tasks as assigned.
• Use appropriate equipment and supplies to sanitize and complete successful Body Substance Isolation according to BOHP training.
• Provide supervision, direction and oversight for all activity in facility or program space.
• Assist Outdoor Adventures Coordinator in assessing the performance of peers on staff.
• Design and implement lesson plan for clinics.
• Gather and return equipment required for activity, including making reservations for required equipment in advance.
• Connect customers to additional information or other services as needed.
• Assist other Rec Sports and support staff in the event of building-wide emergency or need.

C. Experience and Abilities
• Proficiency speaking and writing fluently in professional English
• Proficiency with computer programs
  o Microsoft Outlook, Excel, Word
  o Web browsers
  o Point of sale
  o Inventory management and reservations
• Utilize written and verbal directions to complete tasks independently
• Lift and carry heavy and awkward items (up to 50 lbs.) occasionally
• Belaying and use of basic climbing equipment
• Provide clear and productive feedback to peers and other staff.
• Presenting information to groups in classroom and activity settings to promote Outdoor Adventures and further the organization’s mission.
• Demonstrated ability to design and implement a plan for a lesson or activity, including preparation and follow-up.
• Demonstrated ability in the activity scheduled, including but not limited to yoga, climbing, lead climbing, stand-up paddleboarding, kayak rolls, aerial silks, and bike maintenance.
• Demonstrated ability to work with little to no supervision and with only basic guidance in preparation.

D. Training
• Complete job-related training required by Texas A&M University System and the Department of Recreational Sports.
• Complete and maintain Outdoor Adventures required trainings including Child Protection Training, Slow Moving Vehicle, Online Driver training, Cash Handling, Biosafety and Occupational Health Bloodborne Pathogens as well as current First Aid, CPR and AED certifications.
• Complete and maintain trainings or certifications specific to the activity technician is leading, including but not limited to Climbing Wall Instructor, Canoe Instructor, Yoga Instructor or Challenge Course Facilitator.
• Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director.

E. Environmental Conditions
The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Outdoor Adventures Special Event Staff will be required to work days, nights and weekends during hours differing from regular shift hours. Total hours worked per week will not to exceed an average of 29.75 hours per week (Sunday-Saturday) total across ALL student work positions on campus.

• Will be subject to working at heights of up to 45 feet
• May be exposed to falling and falling objects
• May be required to lift or transport light to heavy equipment items
• May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall
• May be required to work with various cleaning products in the maintenance of the climbing facility in the rental shop, and at other Outdoor Adventures program areas.
• Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item

F. Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale for Outdoor Adventures Special Event Staff will be paid a rate of $14/hour.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the outcomes.
1) Outdoor Adventures Special Event Staff will demonstrate professionalism through timeliness and punctuality on the job.
2) Outdoor Adventures Special Event Staff will demonstrate communication skills by utilizing phone, email, and person to person channels.
3) Outdoor Adventures Special Event Staff will demonstrate critical thinking skills through assessing risk using the PREFF model and will demonstrate the ability to effectively mitigate risks while at the Indoor Climbing Facility and the Rental Center.
4) Outdoor Adventures Special Event Staff will demonstrate the ability to work in teams and in groups by serving as a participating member of a team and responsible for working with visiting groups at the Indoor Climbing facility.
POLO HORSE CARE ATTENDANT, STUDENT

A. General Statement of Duties
Provide Texas A&M Sport Clubs and the Polo Club with assistance and support in managing the care, feeding, and well-being of the horse herd ranging from 18-22 each year.

B. Typical Responsibilities
- Oversee overall care and create feeding schedule for the Polo Club and horse herd
- Train and work with horse care officer and all club members of the polo club on proper feeding and care for the entire polo herd
- Coordinates and performs the transport of horses to veterinarian when necessary for higher level of care
- Act as liaison between polo club horse care and the Department of Recreational Sports
- Act as liaison between polo club horse care and Texas A&M Veterinarian Hospital
- Oversee and advise on the purchase of proper feed and supplies for the polo club horse care
- Enforce all Rec Sports, Sport Clubs and Texas A&M University policies
- Other duties as assigned

C. Experience and Abilities
- Must be a currently enrolled student
- Knowledge and experience working with horses and equine related activities
- Background and experience with the care, feeding, and training of Polo thoroughbred type horses
- Previous experience working with student organizations
- Background and experience working with the Texas A&M Polo Club
- Organizational, communication, and customer service skills

D. Training
- Required to take the Slow Moving Vehicle (SMV) Training
- Complete and stay up to date on required state training

E. Environmental Conditions
- Outdoor and barn exposure
- May be required to lift heavy objects
- Will be subject to variable temperatures

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale, Polo Horse Care Attendant, Student will be paid $12/hour.

G. Learning Outcomes
1) Demonstrate responsible risk management procedures when interacting with the horses (job specific skills)
2) Work with multi groups to support a shared purpose (teamwork skills)
3) Communicate effectively in a professional setting (communication)
S&C COACH FOR SPORT CLUBS

A. General Statement of Duties
Provide strength and conditioning program design and implementation for Department of Recreational Sports Sport Club teams who chose to participate. Number of athletes per sport club team will range from 8-30 individuals. Position requires the utilization of safe and effective strength and conditioning exercises, routines, and coaching methods that are sanctioned by leading certification organizations and/or are commonly accepted practices in the industry. This position is also responsible for the monitoring and documentation of athlete progress as well as setting up and storing any necessary equipment.

B. Major Responsibilities
- Designing of high quality, systematic, and safe programs that develop both general, and sports specific athletic development.
- Ensure the safety of all participating athletes by properly explaining, educating, and coaching during each training session as well as reinforcing the utilization of proper technique and spotting methods.
- Provide motivation and support to the teams/athletes who participate.
- Documentation of all athlete workouts, measurements, testing data, etc.

C. Experience and Abilities
- Must be a currently enrolled student at Texas A&M University or Blinn College
- Minimum two months experience working in a strength & conditioning setting with athletes i.e. as a strength & conditioning coach or performance coach including as an assistant, GA, intern, etc. is required.
- Certification from a nationally recognized certification organization is preferred (NSCA, CSCCA, NASM, ACSM, ACE)
- High level of understanding of program design and implementation for improving athletic performance potential
- High level of understanding of human anatomy and exercise physiology
- High level of working knowledge of the proper utilization of all modalities of resistance training
- Good understanding of the principles of nutrition and dietary modification
- Moderate to high personal fitness level
- Ability to organize, interact with, and motivate athletes in a performance training environment.
- Good time management as well as interpersonal and communication skills are essential

D. Environmental Conditions
- Frequent lifting of light to heavy equipment
- Common muscle strains and sprains associated with exercise and activity
- Possible exposure to loud music
- Possible exposure to potentially hazardous chemicals

E. Training
- Must complete strength & conditioning coaching orientation prior to working with Sport Clubs athletes/teams
- Must complete mandatory shadow sessions/time period prior to training athletes/teams independently
- In-Service workshops and professional speakers
- Must hold and maintain CPR certification
F. Pay Scale
While coaching sessions, S&C Coach for Sport Clubs will be paid following the Rec Sports Supplemental Pay Scale and will start at $20 per training session. S&C Coach for Sport Clubs will be paid for the actual session(s) performed with the athletes/teams. Coaches are expected to arrive on time and finish within the time allotted. The department will not compensate any extra time past the scheduled training time period. During shadow sessions, in-services, orientations, and the like Coaches will be paid at their existing student wage rate for Strength & Conditioning duties or placed on the wage scale at pay scale D in accordance with the Department of Recreational Sports part-time worker pay scale.

G. Learning Outcomes
1) Develop programming methodologies for small to medium groups of athletes which address both team and individual needs and wants
2) Communicate and demonstrate exercise technique/modifications effectively with athletes of varying abilities, learning styles, and linguistic capabilities in a fast-paced, irregular environment
3) Quickly adapt and improvise exercise programs in response to various athlete changes, technical proficiency, environment changes, and motivation levels
A. General Statement of Duties
   Assist the Director of Strength & Conditioning, Assistant Director of Strength & Conditioning, and Graduate Assistant for Strength & Conditioning in the overall operations of the SCRM.

B. Typical Responsibilities
   • Assist in the training, evaluation, hiring, and supervision of Strength & Conditioning staff.
   • Assist with in-service meetings and presentations.
   • Assist with set-up for educational workshops.
   • Scheduling of Strength & Conditioning staff.
   • Monitor all daily shift reports and forms.
   • Complete minor and major repairs/upkeep to Strength & Conditioning equipment.
   • Maintain Strength & Conditioning Room website.
   • Answer and refer questions about Strength & Conditioning Room policies and procedures.
   • Take-on Strength & Conditioning Head Attendant and Attendant role when needed.
   • Enforce strength & conditioning room disciplinary action protocol.

L. Experience and Abilities
   • Must be a currently enrolled student at Texas A&M University or Blinn College.
   • Minimum of one full semester employed by the Department of Recreational Sports as a Strength & Conditioning Head Attendant.
   • Excellent leadership qualities and proactive view towards work responsibilities.
   • Knowledge and interest in resistance training and cardiovascular equipment upkeep, maintenance, and operations.
   • Knowledge and interest in recreational facility upkeep, maintenance, and operations.
   • Demonstrated knowledge of proper resistance and cardiovascular training techniques.
   • Computer skills including the utilization of Microsoft Excel, Access, and Word.
   • Favorable evaluations as a Strength & Conditioning Head Attendant.
   • Current CPR certification (Heartsaver CPR & AED) (preferred).

D. Training
   • Training period under direction of current Strength & Conditioning Supervisors, the Assistant Director of Strength and Conditioning, and the Director of Strength and Conditioning.
   • Attendance at periodic staff in-services, workshops, and the like.

E. Environmental Conditions
   • Frequent lifting and moving of heavy equipment.
   • Utilization of tools including, but not limited to wrenches, screw drivers, and socket sets.
   • Frequent exposure to potentially hazardous commercial cleaning products.

F. Pay Scale
   In accordance with the Department of Recreational Sports part-time worker pay scale Strength & Conditioning Supervisors will start at an hourly wage of $14.

G. Learning Outcome
   1) Demonstrate the ability to organize, prioritize, and delegate work in the day to day management of Strength & Conditioning operations staff
   2) Train and instruct employees in workplace procedures, exercise physiology, risk management protocols, effective communication, and customer service
   3) Analyze unique situations, manage disciplinary action protocols, and act professionally as the lead student employee
TAILGATE CREW

A. General Statement of Duties:
The Tailgate Crew are representatives of the Department of Recreational Sports that assist in hosting former students and friends of the department. Majority of working hours are on the weekends.

B. Typical Responsibilities:
• Setup and take down of tents, tables, chairs, grill, and televisions. Ensure event area and equipment are clean and free of trash before, during, and after the event.
• Driver of the four-wheeler to transport tailgate equipment to tailgate site. Loading and unload tailgate equipment before and after event and put away items in proper locations.
• Manage the cooking grill used to cook food for the tailgate program. Includes set up and cleaning of grill to maintain in good working order.
• Greet guests and act as ambassadors for the department.

C. Experience and Abilities:
• Charcoal Grill Management preferred
• Previous experience in Guest Services preferred
• Must be a currently enrolled student

D. Training:
• Satisfactory complete training on usage of the four-wheeler and tent set-up and take down
• Satisfactory complete training related to Charcoal Grill Management and food preparation

E. Environmental Conditions:
• Work outside in hot and cold weather
• Occasionally some bending, lifting and moving of equipment of up to 50 pounds

F. Pay Scale:
In accordance with departmental policy, the Tailgate Crew will start at a rate of $14/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
1) Student workers will demonstrate basic job related professionalism and job specific skill competency.
2) Student workers will demonstrate effective communication skills.
3) Student workers will demonstrate social competence through working in teams.
TAILGATE CREW STUDENT SUPERVISOR

A. General Statement of Duties
   The Tailgate Crew Student Supervisor is responsible for the operation and staff supervision of all Tailgate Programs and Activities. Majority of working hours are on the weekends.

B. Typical Responsibilities
   • Enforces all University, Departmental and Program Policies and Procedures
   • Oversees tailgate area security and risk management; ensuring area and equipment are clean, in good working order and free of trash before, during, and after the event.
   • Set-up, take down, and monitor proper use of tailgate TV, grill, and food service area
   • Assist in food purchases for each tailgate event, including monitoring usage during each event in order ensure proper level of purchasing
   • Oversee tailgate staff scheduling,
   • Oversee Tailgate day set-up and take down responsibilities, ensuring all areas remains clean and safe throughout the event
   • Drive the Toro with trailer connected to transport all equipment.
   • Assist with loading and unloading tailgate equipment, before and after event and put away items in proper locations.
   • Control inventory of equipment; inform supervisor when items need to be replaced in advance of each event.

C. Experience and Abilities
   • Must be currently enrolled student
   • Previous tailgate crew member preferred

D. Training
   • Satisfactory complete staff training provided by supervisor
   • Satisfactory complete training on usage of the four-wheeler and tent set-up and take down
   • Satisfactory complete training related to Charcoal Grill Management and food preparation

E. Environmental Conditions
   • Outside in the elements during shift
   • Occasional lifting items up to 50 lbs

F. Pay Scale
   In accordance with departmental policy, Tailgate Crew Student Supervisor will start at a rate of $16/hour and is eligible for a merit raise after four months of service.

G. Learning Outcomes
   1) Student workers will demonstrate basic job related professionalism and job specific skill competency.
   2) Student workers will demonstrate effective communication skills.
   3) Student workers will demonstrate social competence through working in teams.
After Hours Special Events Workers

(midnight to 6:00 am or Break dates designated by Director)
EVENT AQUATIC MAINTENANCE

A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff, assist in the daily operation of the Natatorium complex. The Aquatic Maintenance Technician will enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; assist in most maintenance; and perform other duties as assigned outside of the normal facility operational hours as designated by the Director, Recreational Sports.

B. Typical Responsibilities
● Assist in ensuring that pool operations are held in accordance with local, state and federal work codes.
● Ensure proper pool water chemistry. This includes testing water chemical levels daily and adding chemicals to the pool water as needed.
● Assist with ensuring proper operation and management of pool filtration system. Inspect pumps and pump room daily. Notify Aquatic Professional Staff when work orders are needed for repairs to the system.
● Check water temperatures for each pool frequently. Notify Aquatic Professional Staff when work orders are needed for pools outside acceptable temperature ranges.
● Maintain the cleanliness of the pools themselves. Create schedule for cleaning with vacuums. Keep vacuums operational.
● Assist in general maintenance and upkeep of the facility. Provide preventative maintenance for all equipment used in the aquatic area. Includes: repairs to vacuums, assisting with projects for pool or deck area, and maintaining chlorinators and Bees systems. Keep up with preventative maintenance schedule for pool mechanical systems.
● Maintain records and reports.
● Train, schedule, evaluate and supervise student maintenance and cleaning staff.
● Assist in preparing the pools and surrounding areas for approved programs.
● Attend paid staff, Departmental, or University employee training meetings as necessary.
● Attend un-paid certification or re-certification programs as needed to meet the minimum requirements for employment at the Student Rec Center Natatorium.

C. Experience and Abilities
● Certification as a Pool Operator (NSPF, YMCA, NRPA) preferred
● Must be a currently enrolled student

D. Training
● Texas State Trainings as required
● BBP Training
● Lifeguard Management Course
● Hazardous Materials Training
● Chemical Testing (DPD and Palin Test Kit)

E. Environmental Conditions
● All staff are subject to occasional accident hazards in and around the swimming pool
● Staff may be asked to occasionally perform maintenance dealing with hazardous materials
● Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
● Lifting up to 50 pounds to waist level

F. Pay Scale
In accordance with departmental policy, Event Aquatic Maintenance will be paid $14/hour.

G. Learning Outcomes
1) Evaluate, analyze, and integrate information from a variety of sources
2) Communicate effectively in a professional setting
3) Work with others to support a shared goal
EVENT AQUATIC STUDENT ASSISTANT

A. General Statement of Duties
Under the supervision of the Aquatics Coordinator: Events & Programs, assists in working variety of Aquatic special events such as swim/dive meets, water polo and synchronized swimming outside of the normal facility operational hours. These events may be high school, age group or collegiate level. Perform other duties as assigned by the Coordinators including but not limited to event set-up, operation and tear down outside of the normal facility operational hours as designated by the Director, Recreational Sports.

B. Typical Responsibilities
• Assist the Aquatic Full Time staff in setting up and tearing down equipment for aquatic special events.
• Be present for all aquatic special events at times assigned by Aquatic Professional Staff
• Attend all meetings
• Conduct oneself in a professional manner at all times
• Operate meet management equipment when specified by Aquatic Full Time staff
• Positively interact with the athletes, coaches and officials to conduct a successful event
• Report any damaged or broken equipment to the Aquatic Professional Staff
• Trouble-shoot timing equipment during events
• Other duties as assigned by the Aquatic Full Time Staff

C. Experience and Abilities
• Must be a currently enrolled student
• Have a basic knowledge of swimming and/or diving
• Have a basic knowledge of computer usage and/or mechanical equipment
• Have a basic knowledge of Daktronics timing system (preferred)

D. Training
• Will be trained to operate and trouble shoot Daktronics timing equipment, swim and dive meet software, etc.
• Complete all Texas State Employee trainings
• Attend in-service trainings as set by supervisor on a semester basis
• Hazardous Materials Training

E. Environmental Conditions
• All Aquatics Staff members are subject to occasional accident hazards in and around the swimming pool
• Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items
• This position will require one to work non-traditional hours including early mornings, late nights, and weekends which fall outside of the normal hours of operation for the facility.

F. Pay Scale
• In accordance with departmental policy, Event Aquatics Student Assistant will start at a rate of $13/hour.

G. Learning Outcomes
1) Evaluate, analyze, and integrate information from a variety of sources
2) Communicate effectively in a professional setting
3) Work with others to support a shared goal
EVENT HEAD LIFEGUARD

A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff or Aquatic Supervisors, assist in the daily operation of the Aquatic Facilities and management of the lifeguard staff. The Head Lifeguards will enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; assist in general maintenance; and perform other duties as assigned outside of the normal facility operational hours as designated by the Director, Recreational Sports.

B. Typical Responsibilities
- Ensure the safety of those who use or work in our facility through consistent and equitable enforcement of Department of Recreational Sports and Aquatic Center policies and procedures. Ensure that all programs, facilities and equipment are operating in a safe and efficient manner.
- Supervise lifeguards in the daily operation of the Aquatic Facilities including ensuring lifeguards are present for all activities including but not limited to recreational swimming, academic classes, swim team, swim club, and REC programs; auditing lifeguards, evaluating lifeguards, and managing lifeguard rotation; Assist with planning and implementing in-service training.
- Act accordingly in an emergency situation and provide the leadership needed to ensure that the victim receives appropriate care. Ensure all follow-up procedures are completed.
- Assist in general maintenance and upkeep of the facility including maintaining operational, chemical, and maintenance reports; preparing the pools and surrounding areas for daily use and special events as needed.
  This includes taking a leadership role in facility set-ups (lane line changes, special events) and providing positive leadership through the demonstration of professional behavior.
- Provide customer service support for all programs and user groups. Serve as a resource to patrons and staff members by providing accurate information regarding pool schedules, events, programs and other aquatic information.
- Attend paid staff, Departmental, or University employee training meetings as necessary.
- Maintain certifications as needed to meet the minimum requirements for employment.

C. Experience and Abilities
- Current certification in American Red Cross Lifeguard Training
- American Red Cross Lifeguard Instructor Certification preferred
- Must pass screening tests of basic lifeguarding skills and knowledge throughout the year
- Must be a current Department of Rec Sports lifeguard to apply and be considered for the position
- Be able to work at least 12-15 hours a week
- Available to work an opening, closing or weekend shift
- Available to work during holiday breaks

D. Training
- Four (4) hours of in-service training required per month
- Annually attend Department of Recreational Sports Student Leadership Training
- Texas State Trainings as required
- BBP Training
- Hazardous Materials Training
- Kognito At-Risk Training through Counseling and Psychological Services
- Chemical Testing (DPD test kit)

E. Environmental Conditions
- All Head Lifeguards are subject to occasional accident hazards in and around the swimming pool
- Head Lifeguards will be asked to occasionally perform maintenance dealing with hazardous materials
- Lifting up to 50 pounds to waist level
F. Pay Scale
In accordance with departmental policy, Event Head Lifeguard will be paid $16/hour.

G. Learning Outcomes
1) Evaluate, analyze, and integrate information from a variety of sources
2) Communicate effectively in a professional setting
3) Work with others to support a shared goal
A. General Statement of Duties
Under the supervision of the Aquatics Professional Staff, Aquatic Supervisor, and Head Lifeguards enforce safety regulations for the protection of pool patrons; make suggestions for new or updated regulations; assist in general maintenance; and perform other duties as assigned outside of the normal facility operational hours as designated by the Director, Recreational Sports.

B. Typical Responsibilities
- Responsible for lifeguarding recreational swimming at the facility for events occurring outside the normal facility operational hours.
- Attend Ensure the safety of those who use our facility through consistent and equitable enforcement of Department of Recreational Sports and Aquatic Center policies and procedures.
- Responsible for lifeguarding programs at the facility including but not limited to recreational swimming, academic classes, swim team, swim club, and Rec programs.
- Know and be able to implement the facility’s emergency action plans.
- Assist in general maintenance and upkeep of the facility
- Provide patrons with accurate information regarding facility operations and issues.
- Assist with facility set-ups (lane line changes, special event).
- Attend paid staff, Departmental, or University employee training meetings as assigned.
- Maintain certifications as needed to meet the minimum requirements for employment.

C. Experience and Abilities
- Current certification in Lifeguard Training: American Red Cross preferred; other Lifeguard Training agencies accepted with completion of a cross-over course to the American Red Cross Lifeguard certification.
- Must pass screening tests of basic lifeguarding skills and knowledge throughout the year.
- Must be a currently enrolled student.
- Be able to work at least 12 - 15 hours a week, can work up to 29 hours a week.

D. Training
- Four (4) hours of in-service training required per month.
- Texas State Trainings as required.
- BBP Training.

E. Environmental Conditions
- All Lifeguards are subject to occasional accident hazards in and around the swimming pool.
- Lifeguards may be asked to occasionally perform maintenance dealing with hazardous materials.
- Any employee exposed to hazardous materials will be educated as to the proper handling and emergency procedures for each of the items.

F. Pay Scale
In accordance with departmental policy, Event Lifeguard will be paid $14/hour.

G. Learning Outcomes
1) Participate effectively in teams
2) Apply problem solving skills to effectively manage difficult situations
3) Listen actively and critically
A. General Statement of Duties
   Event MarComm staff will perform the normal duties of their regular job description and is a part-time position that is open to students only and works outside normal operating hours as designated by the Director, Recreational Sports. This employee reports to the MarComm staff.

B. Typical Responsibilities
   • See regular job description

C. Experience and Abilities
   • See regular job description

D. Training
   • Training will be provided by the MarComm staff.

E. Environmental Conditions
   • Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

F. Pay Scale
   In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Event MarComm Staff will be paid a rate of $14/hour.

G. Learning Outcomes
   • See regular job description
EVENT PERSONAL TRAINER

A. General Statement of Duties
Provide safe and effective workout routines and guidance using currently accepted techniques and methods that are sanctioned by leading certification organizations outside of normal facility hours of operation as designated by the Director, Recreational Sports. Monitor and motivate client progress as well as setting up and storing any necessary equipment.

B. Major Responsibilities
• Ensure the safety of all participating clients by using proper form and spotting techniques learned in a personal training certification program prior to being hired
• Provide a safe and effective workout routine that meets the needs of the client and provides a realistic and safe way to reach the client’s goals and objectives
• Educate participating clients in the benefits of exercise and a healthy lifestyle
• Provide support and motivation as the client progresses to their individual goals
• Continue personal growth and knowledge by attending mandatory training workshops
• Ensure the safe use of exercise equipment and training methodologies
• Be available to the client to answer questions within scope of the personal training practice

C. Experience and Abilities
• Current certification in personal training from a nationally recognized certification organization is required prior to application, such as NSCA, NASM, ACE, ACSM, etc.
• Current certification in CPR is required prior to application (Heartsaver CPR & AED)
• High level of understanding of human anatomy and exercise physiology
• High level of working knowledge of the proper utilization of all modalities of resistance training and cardiovascular conditioning equipment in the Student Recreation Center and Strength & Conditioning Room.
• Good understanding of the principles of nutrition and dietary modification
• Moderate to high personal fitness level
• Willingness to train a diversified community of clientele
• Good time management as well as interpersonal and communication skills are essential

D. Environmental Conditions
• Frequent lifting of light to heavy equipment
• Common muscle strains and sprains associated with exercise and activity
• Possible exposure to loud music
• Possible exposure to potentially hazardous chemicals

E. Training
• Must complete personal training program orientation prior to working with clientele
• Must complete mandatory shadow sessions prior to training clientele
• In-Service workshops and professional speakers
• Must maintain CPR and Personal Training Certification by accruing ample CECs/CEUs required by certification organization.

F. Pay Scale
While personal training clients, trainers will be paid following the Rec Sports Supplemental Pay Scale. Personal trainers will be paid for the actual session performed with their client(s). Trainers are expected to arrive on time and finish within the time allotted. The department will not compensate any extra time past the scheduled session. During in-services, orientations, shadow sessions, personal training classes, and the like personal trainers will be paid in accordance with the Rec Sports part-time worker pay scale. Event Personal Trainers will be paid $14/hour.

G. Learning Outcomes
1) Communicate instructions and exercise modifications effectively both verbally and in written form
2) Plan, develop, and adapt exercise programs in response to client history, goals, needs, chronic health concerns, and acute observations
3) Demonstrate ability to interact with a broad variety of individuals in one-on-one and partner sessions
EVENT STUDENT ASSISTANT

A. General Statement of Duties
Provide support to the daily operations outside of normal facility hours of operation as designated by the Director, Recreational Sports.

B. Typical Responsibilities
- General typing, copying, and filing
- Prepare, copy, file and distribute vouchers, personnel records, accounting reports
- Prepare daily cash deposits and/or working funds
- Perform new hire orientation procedures for student staff
- Assist with gathering information for reports
- Hand-deliver documents and materials to other on-campus locations
- Large amounts of data entry i.e., daily hours, payables, receivables, deposits

C. Experience and Abilities
- Working knowledge of computer word processing and spreadsheet applications
- Previous clerical work experience and organizational skills (preferred)
- Ability to work independently and maintain confidentiality, on occasions will be unattended
- Strong interpersonal and communication skills
- Strong attention to detail
- Must be a currently enrolled student

D. Training
- Complete training provided by supervisor

E. Environmental Conditions
- Typical office environment
- Occasional outdoor exposure

F. Pay Scale
In accordance with departmental policy, Event Student Assistant will be paid $14/hour.

G. Learning Outcomes
1) Learn and develop organizational skills
2) Increase their knowledge and understanding of Rec Sports philosophy and policies
3) Practice risk management through the proper filing of confidential records
FACILITY EVENT ATTENDANT

A. General Statement of Duties
Event Attendants are responsible for assisting with the operation of special events at Rec Sports facilities outside of normal facility hours of operation as designated by the Director, Recreational Sports. They oversee entry control, equipment check-out, general event setup and policy enforcement. Additionally, they assist with facility security and risk management.

B. Typical Responsibilities
- Assist with the management of special events outside of normal hours of operation
- Enforce all departmental policies and procedures
- Oversee entry control and equipment check-out
- Assist with facility security and risk management
- Prepare proper facility setups for user groups
- Other duties assign by Event Supervisor

C. Experience and Abilities
- Must currently hold a position on the Facilities staff
- Current certification in CPR/AED/First Aid preferred
- Must be a currently enrolled student

D. Training
- Satisfactorily complete staff training provided by Rec Sports facilities staff

E. Environmental Conditions
- Occasionally some bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required

F. Pay Scale
In accordance with departmental policy, the Event Supervisor will be paid $14/hour.

G. Learning Outcomes
1) Provide exemplary customer service by welcoming event participants into Rec Sports facilities.
2) Maintain facility security by ensuring only approved participants are granted access.
3) Problem solve and address issues for external groups.
FACILITY EVENT SUPERVISOR

A. General Statement of Duties
Event Supervisors are responsible for the operation and supervision of Rec Sports facilities during special events outside of normal facility hours of operation as designated by the Director, Recreational Sports. They oversee all facility personnel, security, cash handling, risk management and customer service operations. Additionally, they are the primary department liaison with all facility user groups and are responsible for all decisions in lieu of full-time Rec Sports staff.

B. Typical Responsibilities
- Responsible for verification of payroll hours for all facility staff
- Enforces all departmental policies and procedures
- Oversees facility security and risk management
- Serve as primary department liaison for all members and guests
- Answer and refer all questions concerning departmental facilities and programs
- Responsible for appropriate decisions in lieu of full-time Rec Sports staff
- Prepare proper facility set-ups for user groups and reservations
- Provide facility tours for patrons as requested
- Make final decisions regarding playing status for outdoor satellite facilities
- Responsible for day to day laundry operations
- Other duties assign by staff supervisor

C. Experience and Abilities
- Must currently hold the role of Facility Supervisor
- Current certification in CPR and First Aid required
- Must be a currently enrolled student

D. Training
- Satisfactorily complete staff training provided by Rec Sports facility staff including Advanced Cash Handling Training with the Business Services staff
- PCI-DSS Credit Card Terminal Training – 2112477
- Slow Moving Vehicle Training – 2112256

E. Environmental Conditions
- Will be required to be outside in the elements during parts of shift
- Occasionally some bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required

F. Pay Scale
In accordance with departmental policy, the Event Supervisor will be paid $16/hour.

G. Learning Outcomes
1) Provide exemplary customer service while serving as a resource for information to Rec Sports patrons.
2) Manage risk and facility operations during event in Rec Sport’s facilities
3) Practice critical thinking by serving as Rec Sports liaison for members and guest of the event
A. General Statement of Duties
Provide safe and effective workouts to music using the most current techniques sanctioned by leading certification specialists outside of normal facility hours of operation as designated by the Director, Recreational Sports. Assist in monitoring class enrollment and the setting up and storing of equipment.

B. Typical Responsibilities
- Ensure the safety of all participants by using proper form and techniques learned in the training program prior to instructing
- Educate participants in the benefits of exercise and a healthy lifestyle
- Continue personal growth and knowledge by attending mandatory training workshops
- Provide assistance in the monitoring of class enrollment by checking class passes
- Ensure the safe use of exercise apparatus
- Provide motivation and support for all participants
- Be available before and after class to answer participants’ questions

C. Experience and Abilities
- Must be a currently enrolled student
- Knowledge of the benefits of aerobic exercise
- Basic understanding of the cardiovascular system, anatomy, and kinesiology
- Participation in group exercise, and some experience in assisting or teaching
- Moderate to high personal fitness level
- Strong interpersonal and communication skills
- Certification in Heartsaver CPR (preferred)
- Diversity in instruction: low impact, high impact, step, slide, resistance training, dance fitness, bootcamp, aqua, barre, mind/body, indoor cycling, etc. (preferred)

D. Environmental Conditions
- Lifting equipment
- Common muscle strains and sprains associated with exercise and activity
- Exposure to loud music
- Aqua instructors exposed to pool chemical

E. Training
- Mandatory staff training workshop prior to instructing classes
- Semester workshops/meetings
- Certification preparation
- Fitness Instructor Training (in house 20 hours – preferred)
- Six week in class training mentored by senior instructors

F. Pay Scale
In accordance with departmental policy, Fitness Instructor Special Event will be paid $16/hour. Instructors will be paid for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes following.

G. Learning Outcomes
1) Develop, execute, and lead a safe, effective, and inclusive fitness class experience
2) Motivate and communicate with a diverse group of people with a variety of fitness backgrounds and needs, and adapt as needed
1) Develop, execute, and lead two different fitness class formats utilizing a variety of equipment
A. General Statement of Duties
Provide excellent customer service by ensuring the proper use of resistance training and cardiovascular equipment to help promote safe, effective, and efficient workouts while maintaining a courteous and professional atmosphere outside of normal facility hours of operation as designated by the Director, Recreational Sports.

C. Typical Responsibilities
• Supervision of facility and its users.
• Following the 10-5-1 customer service guidelines. When a facility user is within 10 feet make eye contact and smile; when a facility user is within 5 feet, speak to them (hello, etc.); and when a facility user is within 1 foot give them your undivided attention.
• Responsive to the needs of Strength & Conditioning Room customers (e.g. spotting, answering questions, proper technique demonstration, adjust television and radio stations).
• Enforce strength & conditioning room policies.
• Cleaning and minor maintenance of equipment.
• Present a professional appearance (e.g. wearing staff shirt (tucked in), khaki or black shorts/pants, and nametag).

C. Experience and Abilities
• Must be a currently enrolled student at Texas A&M University or Blinn College.
• Sincere interest in helping Rec Center members exercise in a safe, effective, and efficient manner.
• Knowledge and interest in resistance training and cardiovascular equipment upkeep, maintenance and operations.
• Demonstrated knowledge of proper resistance and cardiovascular training techniques.
• Excellent communication/people skills.
• Prior weight room experience including weight training and weight room supervision. (preferred)
• Current CPR certification (Heartsaver CPR & AED) (preferred).

D. Training
• Satisfactory completion of Strength & Conditioning New Hire training.
• Attendance at periodic staff in-services, workshops, and the like.

E. Environmental Conditions
• Frequent lifting and moving of heavy equipment.
• Utilization of tools including, but not limited to wrenches, screw drivers, and socket sets.
• Frequent exposure to potentially hazardous commercial cleaning products.

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale S&C Event Attendants will be paid $14/hour.

G. Learning Outcomes
1) Communicate effectively by assisting patrons in their use of exercise equipment and by enforcing policies
2) Learn the basics of exercise physiology including: major muscle anatomy, joint actions, basic muscular physiology, and planes of movement
3) Participate effectively in teams to ensure risk management and equipment upkeep procedures are carried out
S&C EVENT HEAD ATTENDANT

A. General Statement of Duties
Provide direct supervision of Strength & Conditioning Attendants. Act as a liaison between the Strength & Conditioning Attendants and the Strength & Conditioning Supervisors along with the Assistant Director of Strength and Conditioning outside of normal facility hours of operation as designated by the Director, Recreational Sports. Provide excellent customer service by ensuring the proper use of cardiovascular and resistance training equipment to help promote safe, effective, and efficient workouts while maintaining a courteous and professional atmosphere.

C. Typical Responsibilities
- Ensure that Strength & Conditioning Attendants are performing their job responsibilities proficiently.
- Ensure that all shift report forms, injury report forms, and maintenance repair request forms are completed correctly.
- Ensure that the emergency action plan for the Strength & Conditioning Room is carried out appropriately.
- Report performance of Strength & Conditioning Attendants on a shift by shift basis.
- Supervision of facility and its users.
- Following the 10-5-1 customer service guidelines. When a facility user is within 10 feet make eye contact and smile; when a facility user is within 5 feet, speak to them (hello, etc.); and when a facility user is within 1 foot give them your undivided attention.
- Responsive to the needs of Strength & Conditioning Room customers (e.g. spotting, answering questions, proper technique demonstration, adjust television and radio stations).
- Enforce strength & conditioning room policies.
- Cleaning and minor maintenance of equipment.
- Present a professional appearance (e.g. wearing staff shirt (tucked in), khaki or black shorts/pants, and nametag).

C. Experience and Abilities
- Must be a currently enrolled student at Texas A&M University or Blinn College.
- Minimum of one full semester employed by the Department of Recreational Sports as a Strength & Conditioning Attendant.
- Excellent leadership qualities and proactive view towards work responsibilities.
- Current CPR certification (Heartsaver CPR & AED) (preferred).

D. Training
- Satisfactory completion of Strength & Conditioning Head Attendant in-service training session(s).
- Attendance at periodic staff in-services, workshops, and the like.

E. Environmental Conditions
- Frequent lifting and moving of heavy equipment.
- Utilization of tools including, but not limited to wrenches, screw drivers, and socket sets.
- Frequent exposure to potentially hazardous commercial cleaning products.

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale S&C Event Head Attendants will be paid $14/hour.

G. Learning Outcomes
1) Learn and develop higher level communication skills by managing shifts and ensuring job performance of peers
2) Evaluate Strength & Conditioning facility and equipment upkeep and adapt where appropriate based on usage patterns and staff performance
3) Write and articulate clearly and effectively in all job required forms, reports, and emails
**S&C EVENT SUPERVISOR**

**G. General Statement of Duties**
Assist the Director of Strength & Conditioning, Assistant Director of Strength & Conditioning, and Graduate Assistant for Strength & Conditioning in the overall operations of the SCRM outside of normal facility hours of operation as designated by the Director, Recreational Sports.

**B. Typical Responsibilities**
- Assist in the training, evaluation, hiring, and supervision of Strength & Conditioning staff.
- Assist with in-service meetings and presentations.
- Assist with set-up for educational workshops.
- Scheduling of Strength & Conditioning staff.
- Monitor all daily shift reports and forms.
- Complete minor and major repairs/upkeep to strength & conditioning equipment.
- Maintain Strength & Conditioning Room website.
- Answer and refer questions about Strength & Conditioning room policies and procedures.
- Take-on Strength & Conditioning Head Attendant and Attendant role when needed.
- Enforce Strength & Conditioning Room disciplinary action protocol.

**B. Experience and Abilities**
- Must be a currently enrolled student at Texas A&M University or Blinn College.
- Minimum of one full semester employed by the Department of Recreational Sports as a Strength & Conditioning Head Attendant.
- Excellent leadership qualities and proactive view towards work responsibilities.
- Knowledge and interest in resistance training and cardiovascular equipment upkeep, maintenance, and operations.
- Knowledge and interest in recreational facility upkeep, maintenance, and operations.
- Demonstrated knowledge of proper resistance and cardiovascular training techniques.
- Computer skills including the utilization of Microsoft Excel, Access, and Word.
- Favorable evaluations as a Strength & Conditioning Head Attendant.
- Current CPR certification (Heartsaver CPR & AED) (preferred).

**D. Training**
- Training period under direction of current Strength & Conditioning Supervisors, the Assistant Director of Strength and Conditioning, and the Director of Strength and Conditioning.
- Attendance at periodic staff in-services, workshops, and the like.

**E. Environmental Conditions**
- Frequent lifting and moving of heavy equipment.
- Utilization of tools including, but not limited to wrenches, screw drivers, and socket sets.
- Frequent exposure to potentially hazardous commercial cleaning products.

**F. Pay Scale**
In accordance with the Department of Recreational Sports part-time worker pay scale S&C Event Supervisors will be paid $16/hour.

**G. Learning Outcome**
1) Demonstrate the ability to organize, prioritize, and delegate work in the day to day management of Strength & Conditioning operations staff
2) Train and instruct employees in workplace procedures, exercise physiology, risk management protocols, effective communication, and customer service
3) Analyze unique situations, manage disciplinary action protocols, and act professionally as the lead student employee
Special Banquet & Event Attendant

A. General Statement of Duties
The Special Banquet & Event Attendant assists in the preparation of the venue for special events and banquets outside of normal facility hours of operation as designated by the Director, Recreational Sports.

B. Typical Responsibilities
• Setup or takedown of tables and chairs for banquets or lecture style events.
• Setup or takedown audio and visual equipment (sound system, microphone, LCD projector, etc.)
• Set up or takedown portable staging and other necessary equipment for the event.
• Assist with laundry detail when requested.
• Return room to its original condition by dumping trash and delivering forgotten items to the Member Services Desk.

C. Experience and Abilities
• Must currently hold a position of the Banquet & Events staff.
• Must be a currently enrolled student in a college, public school, or technical school.
• Previous experience in the customer service field preferred.
• Experience with audio and visual experience preferred.

D. Training
• Job training provided by the Department of Recreational Sports Staff. Training will include table and chair setup, a/v equipment overview, storage sites, and risk management concerns.

E. Environmental Conditions
• Physical requirements include bending, lifting and moving equipment up to 40 pounds.

F. Pay Scale
In accordance with departmental policy, the Special Banquet & Event Services Associate will start at a rate of $14/hour.

G. Learning Outcomes
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management. Must be willing to learning all aspects of the job in order to achieve the goals set forth by the client.

1) Will be able to demonstrate that they can read and implement a room layout
2) Will be able to locate need equipment for an event from the various storage rooms
3) Will be able to properly and safely setup stages, tables and chairs
**SPECIAL BANQUET & EVENT SUPERVISOR**

A. General Statement of Duties
The Special Banquet & Event Supervisor will provide key leadership and supervision of staff at events outside of normal facility hours of operation as designated by the Director, Recreational Sports. They will assign B&E Associates and Attendants duties so that workload is handled efficiently and will assist in the hiring and training of staff assigned to the Banquet and Event Services area.

B. Typical Responsibilities
- Lead on conference/multi-room events. Will direct the customer service representatives/assistants to rooms/areas that need help.
- Monitor the area for risk management concerns.
- Mentor all part-time staff and oversee a management team.
- Test employees on equipment/setups/storage.
- Provide recommendations for promotions.
- Shadow new supervisor throughout an event(s) and offer constructive reviews of their interaction with customers.
- Assist will all training opportunities.
- Assist with interviews for Banquet and Event Attendants.
- Be willing/able to lead by example and will do all tasks that are assigned to all workers.
- Assist with the scheduling of staff for events.

C. Experience and Abilities
- Must currently hold the position of Banquet & Events Supervisor.
- Must have completed training as a Banquet & Event Associate and have worked a minimum of six months.
- Must have shown competency handling difficult situations in a positive manner and/or received positive reviews from the client.
- Must be a currently enrolled student in a college, public school, or technical school.

D. Training
- Job training provided by the Department of Recreational Sports Staff. Must have completed training as a Banquet & Event Associate.

E. Environmental Conditions
- Physical requirements include bending, lifting and moving equipment up to 40 pounds.

F. Pay Scale
In accordance with departmental policy, the Special Banquet & Event Supervisor will start at a rate of $16/hour.

G. Learning Outcomes
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
1) Will demonstrate knowledge of the area by assisting with interview questions for new staff and serving on the interview teams.
2) Will provide verbal and written feedback on Attendants and Associates for promotions and merit raises.
3) Will provide input into the agenda for required staff meetings and will present on topics of personal knowledge.
Part-Time Worker
Pay Scale B
Position Descriptions
OUTDOOR ADVENTURES ROUTE SETTER

A. General Statement of Duties
Outdoors Adventures Route Setters create and maintain rock climbing routes, wash holds, perform light maintenance including working at height, and provide the Outdoor Adventure Staff with the support needed to successfully run the Indoor Climbing Facility.

B. Typical Responsibilities
• Set weekly routes on both the tower and bouldering wall as instructed by the Route Setting Manager
• Recommend needed routes (of specific grade or style) to fill in gaps in the offerings at the wall.
• Interpersonal skills are essential: thoughtfully accept peer and customer feedback.
• Perform light maintenance and light cleaning on areas around the climbing facility as well as on the wall faces themselves.
• Strip holds off of the tower as designated by the Route Setting Manager.
• Contribute to the cleanliness and organization of the cage including hold, tool, gear, and resource storage as well as tidiness of affected areas including the basement (Batcave) and Outdoor Center.
• Attend and contribute to regular and emergency route-setter staff meetings, trainings, and inservices.
• Complete regular equipment inspection and assist with maintaining associated records as required.

C. Experience and Abilities
• Participation in rock climbing and bouldering, and some experience in instructing.
• Diversity in climbing technique: must be able to climb in multiple styles.
• Basic understanding of climbing grades and bouldering ratings.
• Moderate to High personal climbing ability.
• Maintain proper fitness level to regularly climb at a moderate level.
• Utilize appropriate self-belay techniques at height up to 45 feet.
• Utilize written and verbal directions to complete tasks independently.
• Lift and carry heavy and awkward items (up to 50 lbs.)

D. Training
• No certifications are required PRIOR to beginning work.
• Upon hire each staff must complete and maintain the following:
  o Complete job related training required by Texas A&M University and System as well as the Department of Recreational Sports
  o Complete required online trainings in SSO
  o Complete registration with Biosafety and Occupational Health Program (bohp.tamu.edu)
  o Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director
  o Complete route setting training with the Route Setting Manager
    • Route setters are encouraged to obtain USA Climbing Level 1 or 2 certification.
E. Environmental Conditions
The physical environment requires the employee to work inside in areas of loud noise and near hazardous materials and at height. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are frequently required to use Personal Protective Equipment to prevent exposure to hazardous materials and conditions. Staff will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 29.75 hours per week (Sunday – Saturday) total across ALL student work positions on campus.

- Will be subject to working at heights of up to 45 feet
- Will be working with technical rope and anchor systems.
- Will need to work on ladders.
- Will use power tools.
- May be exposed to falling and falling objects
- May be required to lift or transport light to heavy equipment and fixture items
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall and holds.
- May be required to work with various cleaning products in the maintenance of the climbing facility, in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item.

F. Pay Scale
In accordance with the Department of Recreational Sports Part-Time Worker Pay Scale, Outdoor Adventures Route Setting Staff will be paid a beginning rate of $10/hour (Pay Scale “B”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

G. Learning Outcome
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the above outcomes.

i. Outdoor Adventures Route Setter will demonstrate professionalism by safely learning and demonstrating the use of fall protection and work in suspension systems at the Indoor Climbing Facility and by performing routine maintenance on the surface of the Indoor Climbing Facility.

2) Outdoor Adventures Route Setter will demonstrate verbal communication skills by regularly providing feedback to one another on routes and their quality.

3) Outdoor Adventures Route Setter will demonstrate critical thinking skills through planning the layout of routes and in planning the timing and risk management of setting on the Indoor Climbing Facility while it is open or the Rec Center is occupied.
Part-Time Worker
Pay Scale D
Position Descriptions
A. General Statement of Duties
Provide safe and effective workouts to music using the most current techniques sanctioned by leading certification specialists. Assist in monitoring class enrollment and the setting up and storing of equipment.

B. Typical Responsibilities
- Ensure the safety of all participants by using proper form and techniques learned in the training program prior to instructing
- Educate participants in the benefits of exercise and a healthy lifestyle
- Continue personal growth and knowledge by attending mandatory training workshops
- Provide assistance in the monitoring of class enrollment by checking class passes
- Ensure the safe use of exercise apparatus
- Provide motivation and support for all participants
- Be available before and after class to answer participants’ questions

C. Experience and Abilities
- Knowledge of the benefits of a healthy lifestyle
- Basic understanding of the cardiovascular system, anatomy, and kinesiology
- Participation in group exercise, and some experience in assisting or teaching
- Moderate to high personal fitness level
- Strong interpersonal and communication skills
- Diversity in instruction: low impact, high impact, step, slide, resistance training, dance fitness, bootcamp, aqua, barre, mind/body, indoor cycling, etc. (preferred)
- Certification required in group exercise, personal training, or aqua. Accepted certifications: AFAA - Athletics and Fitness Association of America, ACE - American Council for Exercise, ACSM - American College of Sports Medicine, NASM – National Academy of Sports Medicine, IAR - Institute of Aerobic Research, AEA - Aquatic Exercise Association

D. Environmental Conditions
- Lifting equipment
- Common muscle strains and sprains associated with exercise and activity
- Exposure to loud music
- Aqua instructors exposed to pool chemical

E. Training
- Mandatory staff training workshop prior to instructing classes
- Semester workshops/meetings
- Fitness Instructor Training (in house 20 hours – preferred)

F. Pay Scale
In accordance with departmental policy, Fitness Instructor 4 will start at a rate of $11.20/hour and is eligible for a merit raise after four months of service. Instructors will be paid for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes following. Instructors will also be paid the same hourly fee for once a month two hour training workshops and for all assisting in all special events and marketing opportunities (such as De-Stress Fest, Spring Dance Party, etc).

G. Learning Outcomes
1) Develop, execute, and lead a safe, effective, and inclusive fitness class experience
2) Motivate and communicate with a diverse group of people with a variety of fitness backgrounds and needs, and adapt as needed
3) Develop, execute, and lead two different fitness class formats utilizing a variety of equipment
PERSONAL TRAINER TRAINING

A. General Statement of Duties
   Attend all mandatory workshops, clinics, trainings, special events, and cleanings. These expectations are to be deemed appropriate by needs of the Graduate Assistant for Strength & Conditioning, Personal & Small Group Training Coordinator, Assistant Director of Strength & Conditioning, and Associate Director.

B. Major Responsibilities
   - Ensure the Attend and participate in staff in-services
   - Learn and develop additional coaching/cueing skills and technique
   - Perform equipment maintenance

C. Experience and Abilities
   - Current certification in personal training from a nationally recognized certification organization is required prior to application, such as NSCA, NASM, ACE, ACSM, etc.
   - Current certification in CPR is required prior to application (Heartsaver CPR & AED)
   - High level of understanding of human anatomy and exercise physiology
   - High level of working knowledge of the proper utilization of all modalities of resistance training and cardiovascular conditioning equipment in the Student Recreation Center and Strength & Conditioning Room.
   - Good understanding of the principles of nutrition and dietary modification
   - Moderate to high personal fitness level
   - Willingness to train a diversified community of clientele
   - Good time management as well as interpersonal and communication skills are essential

D. Environmental Conditions
   - Frequent lifting of light to heavy equipment
   - Common muscle strains and sprains associated with exercise and activity
   - Possible exposure to loud music
   - Possible exposure to potentially hazardous chemicals

E. Training
   - Must complete personal training program orientation prior to working with clientele
   - Must complete mandatory shadow sessions prior to training clientele
   - In-Service workshops and professional speakers
   - Must maintain CPR and Personal Training Certification by accruing ample CECs/CEUs required by certification organization.

F. Pay Scale
   While personal training clients, trainers will be paid following the Rec Sports Supplemental Pay Scale and will start at $12 per hour. Personal trainers will be paid for the actual session performed with their client(s). Trainers are expected to arrive on time and finish within the time allotted. The department will not compensate any extra time past the scheduled session. During in-services, orientations, shadow sessions, personal training classes, and the like personal trainers will be paid in accordance with the Rec Sports part-time worker pay scale. Personal Trainers will be classified under pay scale D, and start at an hourly wage of $11.20.

G. Learning Outcomes
   1) Communicate instructions and exercise modifications effectively both verbally and in written form
   2) Plan, develop, and adapt exercise programs in response to client history, goals, needs, chronic health concerns, and acute observations
   3) Demonstrate ability to interact with a broad variety of individuals in one-on-one and partner sessions
Part-Time Worker
Program Aide/Student Technician
Position Descriptions
FITNESS PROGRAM LEAD

A. General Statement of Duties
Serve as a lead and expert in your format by continuously seeking out education and trends to share with student staff in that format each semester. Teach and or assist one or more sessions of the FIT (Fitness Instructor Training) course held in the spring semester to the FIT Participants, which prepare new instructors to lead group fitness classes.

B. Typical Responsibilities
• Fitness Program Leads will also lead two program lead meetings per semester
• Assist in staff evaluations each semester and assist the Fitness Director with Fitness program improvements.
• Ensure the safety of all participants by demonstrating and educating on proper form and techniques learned in the training program prior to instructing
• Educate participants in the benefits of a healthy lifestyle
• Ensure the safe use of exercise apparatus
• Provide motivation and support for all participants
• Assist and prepare participants to audition for Group Exercise Instructor position
• Assist in finding subs and communicating program needs with supervisor and staff

C. Experience and Abilities
• Certified Group Exercise Instructor
• Knowledge of the benefits of exercise
• Basic understanding of the cardiovascular system, anatomy, and kinesiology
• Certification in Heartsaver CPR before instructing a class
• Participation in group exercise and some experience in assisting or teaching
• Moderate to high personal fitness level
• Interpersonal and communication skills are essential
• First Aid Certification (preferred)
• Diversity in instruction: low impact, high impact, step, toning with resistance apparatus, dance fitness, bootcamp, aqua, yoga, pilates, indoor cycling, etc.

D. Environmental Conditions
• Lifting equipment
• Common muscle strains and sprains associated with exercise and activity
• Exposure to loud music
• Aqua instructors exposed to pool chemicals

E. Training
• Mandatory staff training workshop prior to instructing classes
• Semester workshops/meeting
• Certification preparation
• 1 year of experience teaching two or more formats

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale Fit Program Lead will paid $17/hour for the actual class.

G. Learning Outcomes
1) Develop, execute, and lead a safe, effective, and inclusive fitness class experience
2) Motivate and communicate with a diverse group of potential fitness instructors with a variety of fitness backgrounds and needs, and adapt as needed
3) Assist in the development of new fitness instructors by helping them learn how to lead group fitness classes
A. General Statement of Duties
Provide safe and effective workout routines and guidance using currently accepted techniques and methods that are sanctioned by leading certification organizations. Monitor and motivate client progress as well as setting up and storing any necessary equipment.

B. Major Responsibilities
- Ensure the safety of all participating clients by using proper form and spotting techniques learned in a personal training certification program prior to being hired
- Provide a safe and effective workout routine that meets the needs of the client and provides a realistic and safe way to reach the client’s goals and objectives
- Educate participating clients in the benefits of exercise and a healthy lifestyle
- Provide support and motivation as the client progresses to their individual goals
- Continue personal growth and knowledge by attending mandatory training workshops
- Ensure the safe use of exercise equipment and training methodologies
- Be available to the client to answer questions within scope of the personal training practice

C. Experience and Abilities
- Current certification in personal training from a nationally recognized certification organization is required prior to application, such as NSCA, NASM, ACE, ACSM, etc.
- Current certification in CPR is required prior to application (Heartsaver CPR & AED)
- High level of understanding of human anatomy and exercise physiology
- High level of working knowledge of the proper utilization of all modalities of resistance training and cardiovascular conditioning equipment in the Student Recreation Center and Weight and Fitness Room.
- Good understanding of the principles of nutrition and dietary modification
- Moderate to high personal fitness level
- Willingness to train a diversified community of clientele
- Good time management as well as interpersonal and communication skills are essential

D. Environmental Conditions
- Frequent lifting of light to heavy equipment
- Common muscle strains and sprains associated with exercise and activity
- Possible exposure to loud music
- Possible exposure to potentially hazardous chemicals

E. Training
- Must complete personal training program orientation prior to working with clientele
- Must complete mandatory shadow sessions prior to training clientele
- In-Service workshops and professional speakers
- Must maintain CPR and Personal Training Certification by accruing ample CECs/CEUs required by certification organization.

F. Pay Scale
While personal training clients, trainers will be paid following the Rec Sports Supplemental Pay Scale and will start at $12/hour. Personal trainers will be paid for the actual session performed with their client(s). Trainers are expected to arrive on time and finish within the time allotted. The department will not compensate any extra time past the scheduled session. During in-services, orientations, shadow sessions, personal training classes, and the like personal trainers will be paid in accordance with the Rec Sports part-time worker pay scale. Personal Trainers will be classified under pay scale D, and start at an hourly wage of $11.20.

G. Learning Outcomes
1) Communicate instructions and exercise modifications effectively both verbally and in written form
2) Plan, develop, and adapt exercise programs in response to client history, goals, needs, chronic health concerns, and acute observations
3) Demonstrate ability to interact with a broad variety of individuals in one-on-one and partner sessions
POLO HORSE CARE ATTENDANT

A. General Statement of Duties
Provide Texas A&M Sport Clubs and the Polo Club with assistance and support in managing the care, feeding, and well-being of the horse herd ranging from 18-22 each year.

B. Typical Responsibilities
• Oversee overall care and create feeding schedule for the Polo Club and horse herd
• Train and work with horse care officer and all club members of the polo club on proper feeding and care for the entire polo herd
• Coordinates and performs the transport of horses to veterinarian when necessary for higher level of care
• Act as liaison between polo club horse care and the Department of Recreational Sports
• Act as liaison between polo club horse care and Texas A&M Veterinarian Hospital
• Oversee and advise on the purchase of proper feed and supplies for the polo club horse care
• Enforce all Rec Sports, Sport Clubs and Texas A&M University policies
• Other duties as assigned

C. Experience and Abilities
• Knowledge and experience working with horses and equine related activities
• Background and experience with the care, feeding, and training of Polo thoroughbred type horses
• Previous experience working with student organizations
• Background and experience working with the Texas A&M Polo Club
• Organizational, communication, and customer service skills

D. Training
• Required to take the Slow Moving Vehicle (SMV) Training
• Complete and stay up to date on required state training

E. Environmental Conditions
• Outdoor and barn exposure
• May be required to lift heavy objects
• Will be subject to variable temperatures

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale, Polo Horse Care Attendant will be paid $12/hour.

G. Learning Outcomes
4) Demonstrate responsible risk management procedures when interacting with the horses (job specific skills)
5) Work with multi groups to support a shared purpose (teamwork skills)
6) Communicate effectively in a professional setting (communication)
S&C SMALL GROUP COACH

A. General Statement of Duties
Provide small group training program design and implementation for Department of Recreational Sports members and guests who register for small group training offerings. Position requires the utilization of safe and effective strength and conditioning exercises, routines, and coaching methods that are sanctioned by leading certification organizations and/or are commonly accepted practices in the industry. This position is also responsible for the monitoring and documentation of participant progress as well as setting up and storing any necessary equipment.

B. Major Responsibilities
• Designing of high quality, systematic, and safe programs that provide a safe way to reach the participants’ goals within the format that is offered
• Ensure the safety of all participants by properly explaining, educating, and coaching during each training session as well as reinforcing the utilization of proper technique and spotting methods where appropriate
• Provide motivation and support to the participants who participate.
• Documentation of all workouts, measurements, testing data, etc.
• Be available to answer questions from individuals in the group that are within the scope of practice for small group training coaches
• Educate participants in the benefits of a healthy active lifestyle
• Continue personal growth and knowledge by attending mandatory training workshops

C. Experience and Abilities
• Must be currently employed by the Department of Recreational Sports as a Certified Personal Trainer
• Certification from a nationally recognized certification organization (NSCA, CSCCA, NASM, ACSM, ACE)
• Current certification in CPR is required prior to application (Heartsaver, American Red Cross)
• High level of understanding of program design and implementation for small groups
• High level of understanding of human anatomy and exercise physiology
• High level of working knowledge of the proper utilization of all modalities of resistance training
• Ability to organize, interact with, and motivate multiple individuals doing a variety of exercises simultaneously
• Good understanding of the principles of nutrition and dietary modification
• Moderate to high personal fitness level
• Good time management as well as interpersonal and communication skills are essential

D. Environmental Conditions
• Frequent lifting of light to heavy equipment
• Common muscle strains and sprains associated with exercise and activity
• Possible exposure to loud music
• Possible exposure to potentially hazardous chemicals

E. Training
• Must complete strength & conditioning small group coaching orientation prior to working with any groups
• Must complete mandatory shadow sessions if learning a new format/modality
• In-Service workshops and professional speakers
• Must hold and maintain CPR certification and Personal Training Certification by accruing ample CECs/CEUs required by certification organization.
F. Pay Scale
While coaching small group sessions, S&C Small Group Coaches will be paid following the Rec Sports Supplemental Pay Scale and will start at $25 per training session. S&C Small Group Coaches will be paid for the actual session(s) performed with the small group participants. Small Group Coaches are expected to arrive on time and finish within the time allotted. The department will not compensate any extra time past the scheduled training time period. During shadow sessions, inservices, orientations, and the like Coaches will be paid at their existing student wage rate for weight room duties or placed on the wage scale at pay scale D in accordance with the Department of Recreational Sports part-time worker pay scale.

G. Learning Outcomes
1) Develop programming methodologies for small to medium groups of participants which address both group and individual needs and wants
2) Communicate and demonstrate exercise technique/modifications effectively with individuals of varying abilities, learning styles, and linguistic capabilities in a fast-paced, irregular environment
3) Quickly adapt and improvise exercise programs in response to various clientele changes, technical proficiency, environment changes, and motivation levels
Part-Time Worker
Task Worker
Position Descriptions
A. General Statement of Duties
Coaches lead two five-week early morning or evening Bootcamp, Boxing Bootcamp and/or Barre Bootcamp programs. Activities include but not limited to boxing, barre, strength training, running, jumping, sprinting, high intensity drills, squats, and abdominal work. Indoor activities include but not limited to cycling, rowing, weight training and track work. Familiar with PEAP obstacle course activities for Bootcamp only.

B. Typical Responsibilities:
• Ensure the safety of participants in a potentially outdoor environment with cars, darkness, weather
• Ensure the safety of all participants by demonstrating and educating on proper form and techniques learned in the training
• Educate participants in the benefits of exercise and a healthy lifestyle
• Ensure the safe use of exercise apparatus
• Provide motivation and support for all participants
• Maintain a high level of regular communication and accountability with all participants
• Continue personal growth and knowledge by attending mandatory training workshops
• Provide assistance in the monitoring of class enrollment by keeping up with class rosters and making sure everyone in class is registered for that class

C. Experience and Abilities
• Certified Group Exercise Instructor, Personal Trainer
  o USA Boxing Coach for Boxing Bootcamp and Barre certified for Barre Bootcamp
• Knowledge of the benefits of exercise
• Basic understanding of the cardiovascular system, anatomy, and kinesiology
• Certification in Heartsaver CPR before instructing a class
• Participation in group exercise, and experience in assisting or teaching
• Moderate to high personal fitness level
• Interpersonal and communication skills are essential
• First Aid Certification (preferred)

D. Environmental Conditions
• Lifting equipment
• Common muscle strains and sprains associated with exercise and activity
• Exposure to loud music, sun, rain, cold weather, darkness
• Aqua instructors exposed to pool chemicals

E. Training
• Mandatory staff training workshop prior to instructing classes
• Semester workshops/meeting
• Certification preparation
• 1 year experience teaching/leading large groups, and 1 semester participation in program required

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale Bootcamp Coach will be paid $20 - $35/class for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes following scheduled class. Payment is based on instructor assignment, class registration and longevity with Rec Sports.

G. Learning Outcomes
1) Develop, execute, and lead a safe, effective, and inclusive Bootcamp class experience
2) Motivate and communicate with a diverse group of people with a variety of fitness backgrounds and needs, and adapt as needed
3) Build relationships and accountability with participants by using interpersonal skills to coach and assist with goals
FITNESS OUTREACH INSTRUCTOR

A. General Statement of Duties
As a Fitness Outreach Instructor you will be expected to be present at every class for instruction/lectures. Instructors must work with students/faculty/staff on various skill levels. Each class is 30 min - 1 hour long that potentially meets once or twice per week throughout the semester. Fitness Outreach Instructors are required to arrive to each class 15 minutes early. Instructors need to wear professional attire appropriate for their specific class format and are expected to have a plan or choreography for each class. Educational handouts are highly recommended.

B. Typical Responsibilities
• Teach once/twice per week according to the class schedule
• Attend occasional mandatory meetings
• Respond to emails from supervisor
• Plan/choreograph for each class specific and customized to the class needs
• Maintain care of specific class equipment and possible personal sound system and carry to location for class

C. Experience and Abilities
• Must be certified by a nationally recognized Group Exercise or Personal Training (ACE, AFAA, NSCA)
• Willingness to help teach and work cooperatively with all students.

D. Training
• Complete training provided by Rec Sports Fitness & Wellness Coordinator
• Stay up to date on certification by acquiring CEC’s/CEU’s

E. Environmental Conditions
• Frequent lifting equipment
• Common muscle strains and sprains associated with exercise activity
• Exposure to loud music

F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale Fitness Outreach Instructor will be paid $22/hour for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes following.

G. Learning Outcomes:
2) Plan, organize, and evaluate custom class plans/choreography in various environments
3) Demonstrates ability to interact respectfully with a diverse group of class participants
4) Articulate at least 2-3 job skills that are transferable to all current and future careers
OUTDOOR ADVENTURES TRIP STAFF

A. General Statement of Duties
Responsible for conducting all phases of the outdoor recreation activity including pre-trip, trip, and post-trip duties.

B. Typical Responsibilities
• Responsible for the safety and well-being of the group
• Make judgments commensurate with your ability and skill
• Supervise according to the ability of the group
• Provide sequential, progressive and effective skill instruction
• Ensure that every participant has the opportunity throughout the activity to become more proficient at all program elements
• Model the behaviors expected of the group
• Initiate and facilitate group participation
• Ensure that the rationale behind all guidelines, expectations, and decisions are understood by the group
• Facilitate quality customer service through safe and positive interactions with trip participants, park staff and co-leaders.
• Mentor and train assistant trip leaders
• Promote trip and recruit participants utilizing all appropriate avenues, in conjunction with other OA Staff.
• Gather and prepare required documents for risk management and program effectiveness.

C. Experience and Abilities
• Proficiency speaking and writing fluently in professional English
• Proficiency with computer programs
  o Microsoft Outlook, Excel, Word
  o Web browsers
  o Point of sale
  o Inventory management and reservations
• Utilize written and verbal directions to complete tasks independently
• Demonstrated ability to work with little to no supervision and with only basic guidance in preparation.
• Leading and instructing groups of 4-16 people
• Strong interpersonal and communication skills (preferred)
• Ability to work with a diverse public (preferred)
• Effective organizational ability (preferred)
• Provide clear and productive feedback to peers and other staff.
• Presenting information to groups in classroom and activity settings to promote Outdoor Adventures and further the organization’s mission.
• Demonstrated ability to design and implement a plan for a lesson or activity, including preparation and follow-up.
• Demonstrated ability in the activity scheduled, including but not limited to hiking, backpacking, rock climbing, lead climbing, stand-up paddleboarding, canoeing, river kayaking, kayak rolls, and bike maintenance.
• Current certifications in Wilderness First Aid (16 hour minimum) and CPR/AED
• Conservation ethic for the outdoors (preferred)
• Genuine enjoyment of the outdoors (preferred)
• Current certification in Wilderness First Responder (preferred)
• ACA Canoe/Kayak for water staff (preferred)
• River Rescue for water staff (preferred)
• PCIA or AMGA Climbing for rock staff (preferred)
• Lift and carry heavy and awkward items (up to 50 lbs.) occasionally
D. Training

- Responsible for knowledge of Trip Leader Handbook
- Attend appropriate staff workshops and staff meetings
- Complete job-related training required by Texas A&M University System and the Department of Recreational Sports.
- Complete and maintain Outdoor Adventures required trainings including Child Protection Training, Slow Moving Vehicle, Online Driver training, Cash Handling, PCI-DSS, Biosafety and Occupational Health Bloodborne Pathogens as well as current First Aid, CPR and AED certifications.
- All Trip leaders must maintain current certification in Wilderness medicine, minimally Wilderness First Aid. Current certifications in Wilderness First Responder, WEMT, or higher are acceptable when accompanied by an appropriate Wilderness Upgrade for medical professionals.
- Complete and maintain trainings or certifications specific to the activity trip leader is leading, including but not limited to Climbing Wall Instructor, Single Pitch Climbing Instructor, Canoe Instructor, Yoga Instructor or Challenge Course Facilitator.
- Complete trainings as assigned by the Outdoor Adventures Coordinator and/or Director.

E. Environmental Conditions

The physical environment requires the employee to work both inside and outside in current weather conditions including heat and cold, wet and dry, humid and arid, in areas of loud noise and near hazardous materials. Employees must frequently move between typing, reading, sitting, standing, kneeling, crouching, stooping, grasping, reaching, pulling, pushing, lifting, and carrying. Employees talk frequently and must see and hear to assess and communicate with participants. Employees are occasionally required to use personal protective equipment to prevent exposure to hazardous materials. Outdoor Adventures Shift Leader will be required to work days, nights and weekends in shifts and other work hours not to exceed an average of 27.5 hours per week (Thursday – Wednesday).

- Will be subject to working at heights of up to 45 feet
- May be exposed to falling and falling objects
- May be exposed to blood and body fluids while giving First Aid/CPR or while cleaning the climbing wall
- May be required to work with various cleaning products in the maintenance of the climbing facility in the rental shop, and at other Outdoor Adventures program areas.
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item
- May be subject to diverse and possible extreme outdoor environmental conditions
- May be required to lift or transport light to heavy equipment items
- May work with stoves and lanterns containing fuel
- May be exposed to blood and body fluids while giving first aid/CPR
- Any employee exposed to hazardous materials will be educated on the proper handling and emergency procedures for each item
F. Pay Scale
In accordance with the Department of Recreational Sports part-time worker pay scale, Trip Staff will be paid per task based on the following established formula:

<table>
<thead>
<tr>
<th>Trips / Clinics</th>
<th>Leader</th>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Day Trips or Clinics (local)</td>
<td>$86</td>
<td>$78</td>
</tr>
<tr>
<td>Full Day Trips within 150 miles-A</td>
<td>$178</td>
<td>$162</td>
</tr>
<tr>
<td>Full Day Trips within 150 miles-B</td>
<td>$192</td>
<td>$174</td>
</tr>
<tr>
<td>Full Day Trips within 150 miles-C</td>
<td>$211</td>
<td>$192</td>
</tr>
<tr>
<td>Weekend Trip with 1 night stay</td>
<td>$264</td>
<td>$240</td>
</tr>
<tr>
<td>Weekend Trip with 2 night stay</td>
<td>$370</td>
<td>$336</td>
</tr>
<tr>
<td>Add On Per Day for Extended Trips (3+days)</td>
<td>$105.60</td>
<td>$96</td>
</tr>
<tr>
<td>Additional Driving Wage</td>
<td>$11/hour</td>
<td>$11/hour</td>
</tr>
</tbody>
</table>

This is added on for each day of "field" work beyond 2.

This is added on for each hour of driving on any trip, beyond 3.

G. Learning Outcomes
These learning outcomes will be measured annually through an employee review, utilizing a rubric that captures multiple dimensions for each of the outcomes.
1) Outdoor Adventures Trip Staff will demonstrate professionalism through positive and fair interactions with trip participants, park personnel and other trip leaders as well as through timely and thorough trip preparations.
2) Outdoor Adventures Trip Staff will demonstrate communication skills by conducting trip leader check-in's on trips and by completing trip debrief and reporting forms.
3) Outdoor Adventures Trip Staff will demonstrate critical thinking skills through effectively assessing risk using the PREFF model and will demonstrate the ability to effectively mitigate risks while on trips.
5) Outdoor Adventures Trip Staff will demonstrate the ability to work in teams and in groups by serving as a participating member of a trip leadership team, and satisfying pre-trip, trip and post trip duties accordingly.
A. General Statement of Duties
   Assist classes including all aspects of SCUBA instruction and certification.

   4) Typical Responsibilities
   Successful applicant will work both independently and in conjunction with supervising SCUBA instructors. The ability to work with all ages of students with varying abilities is necessary as well as the theoretical and practical knowledge of SCUBA equipment and its' maintenance is essential.

C. Experience and Abilities
   • Currently certified as a SCUBA instructor and as an Emergency First Response instructor.
   • Demonstrate the knowledge, skills and attitudes necessary to work at a high level demonstrating professionalism while working within the well-established and highly regarded SCUBA program.

D. Training
   • Complete training provided by the Aquatics Coordinator

E. Environmental Conditions
   • Frequent lifting equipment
   • Exposure to loud music

F. Pay Scale
   In accordance with the Department of Recreational Sports part-time worker pay scale Scuba Instructor/Assistants will paid $130 per participant enrolled.

G. Learning Outcomes
   1) Demonstrate a mastery of public speaking skills
   2) Apply problem solving skills to effectively manage difficult situations
   3) Listen actively and critically
SPECIALTY INSTRUCTOR

A. General Statement of Duties
Specialty Instructors will be expected to be present at every class for instruction and or demonstration. Instructors must work with students on various skill levels. Each class is 1 hour to 1 hour and 15 minutes long and meets once or twice per week for 10 weeks. Specialty Instructors are required to arrive to each class 15 minutes early and attend the mandatory specialty program meeting at the beginning of each session. Instructors need to wear professional attire appropriate for their specific class format and are expected to have a plan or choreography for each class. Educational handouts are highly recommended.

B. Typical Responsibilities
- Teach once or twice per week according to the class schedule
- Attend occasional mandatory meetings
- Respond to emails from supervisor
- Plan and/or choreograph for each class

C. Experience and Abilities
- Willingness to help teach and work cooperatively with all students.
- PiYo Instructor
  - Current PiYo Certification
  - ACE or AFAA primary group fitness certification
- Yoga Instructor
  - 200 hour Certification
- Latin Mix Instructor
  - Experience in teaching Latin dances
- Country Western Instructor
  - Experience in teaching various dances such as 2-step, polka, and jitterbug.
- Women Warriors
  - R.A.D., SHARP, Smartsafe Instructor through Commando Krav Maga, or other nationally recognized certification.
- Jazz Instructor
  - Experience teaching Jazz classes
- Contemporary
  - Experience teaching Contemporary classes
- Ballet
  - Experience teaching Ballet classes
- Hip Hop
  - Experience teaching Hip Hop classes
- Pilates
  - Pilates Mat certification from Peak Pilates, Balanced Body, or other accredited association
  - ACE or AFAA Primary Group Fitness
  - Preferred Certification (not mandatory): Pilates Reformer certification from an accredited association
- Other
  - Expertise or certification in class format

D. Training
- Complete training provided by Rec Sports Fitness & Wellness Coordinator
- Stay up to date on any required certification by acquiring CEC’s/CEU’s

E. Environmental Conditions
- Frequent lifting equipment
- Common muscle strains and sprains associated with exercise activity
- Exposure to loud music
F. **Pay Scale**
In accordance with the Department of Recreational Sports part-time worker pay scale Specialty Instructor will be paid $20 - $35/class for the actual class and are required to be in attendance fifteen minutes prior and fifteen minutes following scheduled class. Payment is based on instructor assignment, class registration and longevity with Rec Sports.

G. **Learning Outcomes:**
1) Plan, organize, and evaluate class plans/choreography
2) Demonstrate ability to interact respectfully with a diverse group of class participants
3) Articulate at least 2-3 job skills that are transferable to all current and future careers